CATALOG RULES

AUTHOR AND TITLE ENTRIES

Philip M. de Paris

H Cook
1922

CATALOG RULES

AUTHOR AND TITLE ENTRIES

COMPILED BY COMMITTEES OF THE

AMERICAN LIBRARY ASSOCIATION

AND THE

(BRITISH) LIBRARY ASSOCIATION

AMERICAN EDITION

AMERICAN LIBRARY ASSOCIATION
PUBLISHING BOARD
78 EAST WASHINGTON ST.
CHICAGO, ILL.
1908

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PREFACE

History. The Condensed Rules for an Author and Title Catalog, of which a revision is here presented, were prepared by a committee* of the American Library Association appointed September 5, 1877. The full text of the rules was first submitted at the Buffalo conference in 1883,† was printed in full in the Proceedings of that year (*Library Journal*, 8 : 251–254), and reprinted in Cutter's Rules for a Dictionary Catalog. The importance of some uniformity in cataloging practice has therefore from the beginning been fully recognized by the Association. The compilation and issue of the A. L. A. Rules has not, however, prevented considerable divergence in the practice even of libraries organized subsequent to 1883.

Questions of coöperative cataloging continued to engage attention, and coming to the front at the Montreal meeting of June, 1900, finally resulted in definite action by the Association. One of the first matters to be considered by the Publishing Board was the means of introducing more uniformity into the size and style of type, the size and quality of catalog cards, and the rules governing entries. As soon as the agreement had been consummated between the Publishing Board and the Library of Congress whereby the latter was to supply printed cards for current books, beginning, if possible, with January 1, 1901, the appointment of the present Catalog Rules Committee was decided upon.

The work so far accomplished by this committee can be summarized briefly as follows: Immediately after its appointment, about the middle of December, 1900, it was instructed to inquire into the type and style of entry in use at the Library of Congress, to recommend such modifications as might seem necessary, and, further, to consider the catalog rules in force—especially the points on which American libraries had hitherto failed to reach an agreement.

Special efforts were to be made to secure agreement between the rules of the Library of Congress and the new A. L. A. Rules. In case of disagreement, the variations on the part of the Library of Congress rules were to be specified in notes. In order that the issue of printed cards by the Library of Congress might begin with the calendar year 1901, the Committee agreed that for the time being the type and style of entry in use at the Library of Congress should be accepted, with a few slight modifications.

The Committee met for the first time in March, 1901. The points first to be considered were those affecting typography and form of entry, and the following recommendations were agreed upon and submitted:

a) The entire heading to be printed in 12-point heavy-faced type, exceptions being made for titles, explanatory phrases, etc.

b) The author's name or the heading to be printed on a line by itself.

c) The title to be printed in 12-point.

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* C. A. Cutter, A. R. Spofford, S. S. Green, J. N. Dyer, L. E. Jones.

† C. A. Cutter, S. H. Scudder, C. B. Tillinghast, committee.

d) The imprint to be in roman type.

e) Series note to be printed at the end of the collation.*

f) For collation, notes, and contents, the largest type that the 32-size card will permit is to be used, and if the 8-point type is the largest, to use that.

g) The position of the collation and series note to be on a separate line immediately after the date and preceding other notes.

h) Notes as a rule to be placed before contents.

It was decided that the A. L. A. Rules printed as Appendix I to Cutter's Rules for a Dictionary Catalog, 3d edition, 1891, should be made the basis for further consideration, particularly those sections which had been included in "disputed points" submitted by the Coöperation Committee of the A. L. A. at Montreal in 1900.

The result of these deliberations was embodied in the report to the Publishing Board presented at the annual meeting of the Association at Waukesha in July, 1901. The Publishing Board, in accepting the report, gave further instructions to continue the work and to cover the whole ground of the catalog rules. It was also agreed that the Library of Congress might print the rules when they should be sufficiently advanced to warrant it.

The great distances which several of the members were obliged to travel in order to attend the meetings, as also the exacting duties of their positions, necessarily tended to delay the work of revision. The demand by libraries which had begun to order printed cards from the Library of Congress, for some statement which should embody the main points in the rules and also indicate wherein the Library of Congress differed from them in practice, was, however, increasing from day to day, and the Committee accordingly decided to issue an advance edition immediately. While answering in a measure the immediate needs of libraries which subscribed to the printed cards, it was hoped that it might also serve as a basis for the further consideration of rules on which there still existed some disagreement, and especially as a means of facilitating suggestions and criticisms on the part of librarians who took an interest in the advancement of coöperative cataloging and who were desirous of seeing a standard code of rules adopted by American libraries.

In August, 1902, the Library of Congress accordingly printed a draft code under the title "A. L. A. Rules—Advance edition," copies of which were distributed free to all libraries on request.

The Committee was particularly anxious to bring about uniformity between its revision of the A. L. A. Rules, the 4th edition of Cutter's Rules for a Dictionary Catalog, then about to be issued, and a new edition of the Library School Rules, the issue of which was also under consideration. It was felt that the establishment of practical agreement between these codes would in itself represent a notable advance towards uniformity in cataloging practice.

After the printing of the Advance edition, the Committee continued its work of revision. Criticisms and comments from several of the leading librarians and

* The term " collation " is here used to cover that part of the description which follows the imprint date, *viz.* volumes or pages, illustrations, plates, maps, etc., and size.

catalogers who had examined the draft code were carefully summarized and submitted for discussion at three meetings held during 1903 and 1904. In the fall of the latter year, the material for the new revision was sufficiently advanced to warrant the hope that a first edition might go to press in the course of the winter.

International coöperation. In October, 1904, the American Library Association, then assembled for its annual conference, received from the Library Association (formerly the Library Association of the United Kingdom) a proposal looking to the preparation of a joint code of rules. This invitation was accepted by the Executive Board, the Catalog Rules Committee being authorized to enter into communication with the corresponding committee of the Library Association. All plans for printing were consequently set aside pending the outcome of the discussions which followed. There being no opportunity for joint meetings, consultation was carried on by correspondence only. This, together with the fact that neither committee was in a position to meet more than once a year, has been the cause of some delay in securing a full agreement on the various points of difference found to exist between the draft codes issued by the two committees.

Meetings of the American committee at Narragansett Pier in June, 1906, and of the British committee at Bradford two months later, served to advance the general agreement sufficiently to warrant definite preparations for printing. In answer to a communication of July 17, 1906, from the chairman of the American committee, in which the decisions of the Narragansett meeting were given and plans for printing presented, Mr. Minto, the Hon. Secretary Catalog Rules Revision Committee, wrote as follows (Sept. 19th, 1906):

"My Committee are of opinion that the two draft codes (English and American) have reached such a stage of agreement as to warrant printing as soon as possible, and we have been authorized by the Library Association to proceed with and to conclude such further negotiations with your Committee as may be necessary for the issue of a joint code.

"We think that the code should be printed in two editions (English and American) but that the editions should as far as possible be identical in arrangement and wording, and that where a divergence of opinion between the two Committees exists with respect to a particular rule such difference of opinion should be explained either in a note appended to the rule in question or by the printing of the two rules side by side, showing which is which. I trust, however, that we shall be able to arrive at practical unanimity on most points so that the cases where divergence of opinion exists may be very few indeed."

Following the receipt of this letter, the American committee proceeded to prepare its rules for final presentation to the Association and at the annual meeting in May, 1907, two copies of the code, as revised to date, were submitted as exhibits accompanying the annual report of the Committee. The report, embodying a recommendation that the rules be printed, was referred to the Council of the Association, which on May 28th voted as follows:

"That the Council adopt the code of rules as submitted, and that the Catalog

Rules Committee be authorized to proceed with such further negotiations as may be necessary in order to harmonize any differences as to details still existing between the British and American committees, and to definitely formulate the rules in final form. Voted further, That the printing and publication of the rules be referred to the incoming Executive Board."

On September 26th, the new Executive Board voted:

"That the printing of the Catalog rules be entrusted to the Publishing Board in accordance with their letters of May 25, 1907, and September 10, 1907, and in conformity with the requirements of the Committee on catalog rules."

The Chairman of the American committee had, in the meantime, attended the annual conference of the Library Association at Glasgow, Scotland, Sept. 16–19, and in a session with the Catalog Rules Revision Committee of that association an agreement was reached on all the rules with the exception of a few which deal with authors and publications that change their names or titles. It was decided that wherever a divergence of opinion existed with respect to a particular rule, both the American and English editions should embody an explanation of the same, either in the form of a note appended to the rule, or by printing the two rules side by side. Final preparations for printing followed these decisions.

Rules. The informal instructions issued to the Committee by the Chairman of the Publishing Board in 1901 called for a code of rules which should be in accord with the system governing the compilation of catalog entries at the Library of Congress. As a result, the question of how far the needs of smaller libraries of a popular character should also be considered came up for immediate consideration. The committee found that under the circumstances its decisions must be guided chiefly by the requirements of larger libraries of a scholarly character; that only incidentally would it be possible to outline modifications or variations of practice suitable for the smaller libraries. Later it was decided that a simplified edition,* specially adapted to the needs of smaller libraries of a popular character, would prove more effective than occasional directions and variations inserted in the main code.

In spite of this determination to omit suggestions intended for the guidance of popular libraries, it will be found that the Committee has permitted itself to present occasional alternatives and exceptions, believing that in certain cases discretion should be left to the individual library.

As an illustration of an alternative or exception, rule 72 may be quoted. This is a general rule which calls for entry of a society under the first word of its name not an article. It has seemed proper that a few exceptions should here be provided; likewise that alternatives should be outlined for the use of libraries which for definite classes of societies may prefer entry under the name of a place or country. Again, when an institution is closely associated with a certain locality by its buildings, or for other reasons, and when its name is not sufficiently distinctive to be easily remembered, entry under the place has been prescribed (rule 82). There is accordingly an attempt to distinguish between societies and associations on the one hand and institutions as limited to permanent establish-

* In preparation under the direction of Alice B. Kroeger and Theresa Hitchler.

ments with buildings and equipment on the other. The latter class also affords exceptions and variations which it may be well to note here. In the first place, institutions whose names begin with a proper name, *e.g.* the many universities, etc., which bear the names of founders or other individuals, would almost invariably be thought of under this name rather than that of the place where located. Secondly, entry under a general institution for one which constitutes merely a branch or department of it is in many cases much to be preferred to independent entry under the name or place of location of the subordinate institution. These considerations have caused a series of exceptions to be introduced after the general rule for institutions (*cf.* 83–99).

While open to the charge of inconsistency, it is the opinion of the Committee that the rules for societies and institutions, as they now stand, will serve to bring the vast majority of these bodies under the heading where they are most likely to be looked for in English and American libraries.

The Committee realizes that these attempts to provide for exceptions and alternatives, as also the occasional use of the word "may" where a more peremptory form of statement might be preferred by many, will afford opportunities for criticism. In view of this fact it is appropriate to repeat here a quotation from Cutter's Rules for a Dictionary Catalog, which at the author's own suggestion was included in the introduction to the Advance edition of these rules in 1902:

"The convenience of the public is always to be set before the ease of the cataloger. In most cases they coincide. A plain rule without exceptions is not only easy for us to carry out, but easy for the public to understand and work by. But strict consistency in a rule and uniformity in its application sometimes lead to practices which clash with the public's habitual way of looking at things. When these habits are general and deeply rooted it is unwise for the cataloger to ignore them, even if they demand a sacrifice of system and simplicity. That [the Committee has] always understood the public's views, estimated correctly its power of changing them, and drawn the line in the right place between a conservative regard for custom and a wish to lead the public towards a desirable simplicity and consistency is too much to assume; but [we] have at least always looked for the reasons on both sides."

Mr. Cutter was, until his last illness, one of the most active members of this committee. His close connection with the work of the revision at a time when the 4th edition of his own rules was in course of preparation had no doubt much to do with bringing about a close agreement between the latter and the new A. L. A. Rules.

Largely on account of this cordial coöperation of the author, it is possible in the present code to refer freely to "Cutter" whenever his rules contain a particularly full statement, or for other reasons ought to be consulted by the cataloger.

In addition to "Cutter's Rules" and the Library of Congress supplementary rules,* other codes are occasionally referred to, more especially the Eclectic

* A few of the Library of Congress supplementary rules have been adopted with but slight modifications; others are printed as notes, this expedient being considered preferable to a reference because of the large number of libraries which are now using the Library of Congress printed cards.

Card Catalog Rules of Linderfelt and the Rules of the Prussian university and government libraries, both of which are largely based on Dziatzko's "Instruction" of 1886.

It is only natural that the Committee should have watched with great interest the efforts made in Germany towards a coördination of cataloging practice in Prussian university and government libraries. It was felt that the Prussian "Gesamtkatalog" might, in course of time, lead to coöperative efforts which would have an important bearing on similar undertakings outside of Germany.

The "Instruktionen für die alphabetischen Kataloge der Preussischen Bibliotheken und für den Preussischen Gesamtkatalog," published in 1899, with its "Erläuterungen, Nächtrage, Beispielzusätze," of 1905, has therefore been freely consulted. While there is little likelihood of agreement on the two fundamental points of difference between German and Anglo-American rules, *viz.* entry of anonymous books and corporate entry, and while the Committee has not had any correspondence or direct relations with representatives of the German movement, we have felt that it was our duty, nevertheless, in this new revision of the A. L. A. Rules, to take due cognizance of the instructions promulgated by the Ministry of Public Worship of Prussia with reference to the "Gesamtkatalog," and in formulating our own decisions to bear in mind the possibility of future international agreement and coöperation.

Scope of the Rules. Author and title entries only are considered. No directions will therefore be found for added entries or references under subject or form headings.*

Examples.† The examples and illustrations in the first edition are in some instances the result of a hurried selection. It is hoped that librarians will advise the Committee in regard to examples which may be incorporated in a subsequent edition. It is felt that this important feature of the code, as well as the elaboration or modification of the rules themselves, should be made a subject for coöperative effort.

Abbreviations, Capitals. No abbreviations which should require any explanation have been used in the body of the rules. In Appendix 1 an attempt has been made to supply a list of the abbreviations which are most likely to be needed in the ordinary library catalog. General directions for their use are added.

In view of the considerable diversity found to exist in methods of capitalization, not only in different countries, but among different writers of the same country, the Committee has felt that for the present only general directions should be given, each library to decide for itself how far these directions are to be followed.

There has been added, however, for the use of those who may desire more

* A new edition of the List of Subject Headings now in preparation will to some extent deal with these questions.

† The examples included are of three kinds, *viz.* 1) author and title examples, imprint and collation as a rule being omitted; 2) examples consisting of headings only; 3) sample cards (Appendix 3). In printing, hanging indention has been used to differentiate title entries such as periodicals, directories, year-books, etc., from entries with author headings and anonymous title entries.

explicit instructions, a revision of the Library of Congress capitalization rules contained in the A. L. A. Rules, Advance edition of 1902, p. 16–17, which aim to give some idea of the practice followed by the Library of Congress on its printed cards. It should be emphasized that they are intended *primarily for the card catalog*.

Acknowledgments. First of all, we wish to express our most cordial appreciation of the kindly and generous way in which the British committee has invariably met our suggestions. The spirit in which it has received our proposals is in a large measure responsible for the success which has attended the negotiations.

Furthermore, the Committee would acknowledge its indebtedness to the Prussian "Instruktionen" for many valuable suggestions, particularly in the sections which deal with personal authors.

We desire also to express our thanks to a large number of associates in the A. L. A. who have at various times, by kindly criticism and suggestions, assisted in the advancement of the revision. The following have been particularly active: C. W. Andrews and A. G. S. Josephson, John Crerar Library; Adelaide R. Hasse, Public Library, New York; G. M. Jones, Public Library, Salem, Mass.; W. C. Lane, Harvard University Library; Margaret Mann, Carnegie Library, Pittsburgh, Pa.; Charles Martel, Steingrimur Stefánsson, and W. F. Koenig, Library of Congress; Dr. B. C. Steiner, Enoch Pratt Free Library; M. L. Sutliff, California State Library; Dr. G. E. Wire, Worcester Co. Law Library, Worcester, Mass.

In addition to the loss of Mr. Cutter, referred to above, the Committee in 1905 suffered through the resignation, on account of illness, of one of its most valued members, Mrs. S. C. Fairchild, who had served on the Committee since its organization in 1901. Her associates are anxious to testify to the valuable assistance rendered by her at all times and regret that she was unable to share in their concluding labors.

In the preparation of rules for Oriental writers, the Committee has had the assistance of Dr. Gottheil, of Columbia University, Dr. Hyvernat, of the Catholic University of America, Professors Lanman and Toy, of Harvard University, and Dr. Littmann, now of the University of Strassburg.

To the assistants in the Catalog Division, Library of Congress, who have assisted the Chairman in his work of editing the Rules, much credit is due. In proofreading, preparation of copy, and selection of examples, they have rendered valuable assistance. That it was possible to submit to the Annual Conference of 1907 printed proofs of the Rules as revised to date, was due largely to their coöperation and to that of the foreman of the Branch Printing Office at the Library, Mr. W. H. Fisher, and the head of the Proofreading section of the Catalog Division, Miss E. A. Runner.

The Chairman is particularly indebted to Miss Mary M. Melcher and Miss Julia Gregory, also of the Catalog Division, for assistance in reading the proofs of the final edition, and for the preparation of the index.

DEFINITIONS OF TERMS AS USED IN THE RULES*

Added entry. A secondary entry, *i.e.* any other than the main entry. (*cf.* Main entry) There may be added entries for editor, translator, title, subjects, etc.

Where printed cards are used an added entry is a duplicate of the main entry, with the addition of a special heading. In a written card catalog added entries are generally given in an abbreviated form, the title being abridged and the imprint and collation omitted wholly or in part.

Alternative title. A subtitle introduced by "or" or its equivalent; *e. g.* Hypatia; or, New foes with an old face.

Analytical entry. The entry of some part of a book or of some article contained in a collection (volume of essays, serial, etc.) including a reference to the publication which contains the article or work entered. (For form of entry *see* p. 79–80, Sample cards)

Anonymous. A book is considered anonymous if the author's name does not appear in the book itself.

Author. 1 The writer of a book, as distinguished from translator, editor, etc. 2 In a broader sense, the maker of the book or the person or body immediately responsible for its existence. Thus, a person who collects and puts together the writings of several authors (compiler or editor) may be said to be the author of a collection. Corporate bodies may be considered the authors of publications issued in their name or by their authority.

Author entry. An entry of a work in a catalog under its author's name as heading, whether this be a main or an added heading. The author heading may consist of a personal or a corporate name or some substitute for it, *e. g.* initials, pseudonym, etc.

Bastard title. *See* Half-title.

Binder's title. The title lettered on the back of a book by the binder, as distinguished from the title on the publisher's original binding or cover. (*cf.* Cover-title)

Caption. The heading at the beginning of the text or of a chapter, section, etc.

Caption title. The title taken from the caption.

Catalog (of books) A list of books, usually arranged according to some definite plan. As distinguished from a bibliography, it is a list of books in some library or collection. (For definitions of various kinds of book catalogs *see* Cutter's Rules)

Collation. That part of the description which specifies the volumes, pages, illustrations, plates, maps, etc., constituting the book.

Collection. A number of works or parts of works, considered as constituting a whole, *e.g.* a collection of monographs, a collection of essays, etc.

Colophon. A statement at the end of a book giving the title, writer's, and printer's or publisher's name, and date and place of printing. Frequently one or more of these items is omitted; again there may be in addition the printer's or publisher's device.

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* The definitions here given occasionally differ somewhat from those found for the same terms in dictionaries and similar reference books.

Compiler. One who produces a work by collecting and putting together written or printed matter from various sources.

Compound name. A name formed from two or more proper names, often connected by a hyphen, a conjunction, or a preposition.

Continuation. 1 A work published as a supplement to one previously issued.
2 A part issued in continuance of a serial or a book.

Corporate entry. Entry under the names of bodies or organizations for works published in their name or by their authority.

Cover-title. The title printed on the original covers of a book or lettered on the publisher's binding, as distinguished from the title lettered on the back of a particular copy of the book by the binder. (*cf.* Binder's title)

Date. 1 Imprint date. The year of publication as specified on the title-page.
2 Copyright date. The date of copyright as given in the book, as a rule on the back of the title-page.
3 Preface date. The date given at the beginning or end of the preface.
4 Colophon date. The date given in the colophon.

Dissertation, Academic. An essay or treatise presented by a candidate in partial fulfillment of the requirements for a degree. (*cf.* Program dissertations)

Edition. The whole number of copies printed from the same set of types and issued at the same time.

Editor. One who prepares for publication a work or collection of works not his own. The editorial labor may be limited to the preparation of the matter for the printer, or it may include supervision of the printing, revision (restitution) or elucidation of the text, and the addition of introductions, notes and other critical matter.

Entry. The record of a book in a catalog or list. *See also* Main entry, Added entry, Title entry, Analytical entry, Series entry.

Entry word. The word by which the entry is arranged in the catalog. The first word of the heading. (*cf.* Heading)

Folio. 1 Size: according to the American Library Association scale, a book above 30 cm. in height.
2 Format: a book printed on sheets folded once, making two leaves, or four pages.
3 The separate leaves of a book, as folio 1, folio 2, etc., whether numbered or unnumbered; or the whole number, as 10, 50, 100 folios, etc.

Frontispiece. A plate or other illustration facing (or preceding) the title-page. Sometimes used to designate an engraved title-page.

Half-title. A brief title, usually without author's name or imprint, printed on a leaf preceding the main title-page; called also bastard title.

Head-line. The line at the top of the page giving the title of the book or the subject of the chapter or of the page. (*cf.* Running title, Caption)

Heading. The word (or words) by which the alphabetic place of an entry in the catalog is determined, generally the name of the author, the subject, or the first word, not an article, of the title. (*cf.* Entry word)

Illustrations. Pictorial and other representations (plates, photographs, portraits, maps, plans, facsimiles, tables, diagrams) placed in a book or other publication, usually to elucidate the text.

In a narrow sense the term stands for illustrations in the text. *See also* Plate.

Imprint. The place, publisher's name, and date, ordinarily printed at the foot of the title-page.

Joint author. A person who writes a book in collaboration with one or more associates, the portion written by each not usually being specified.

Main entry. The full or principal entry, as a rule the author entry. (*cf.* Added entry)

In a card catalog the main entry card contains (generally on the back) a record of all the other entries made for the work in question.

Periodical. A publication intended to appear in successive numbers or parts at more or less regular intervals and, as a rule, for an indefinite time. Each part properly contains matter on a variety of topics, generally by several contributors.

Newspapers, and the *Memoirs, Proceedings, Journals, etc. of societies* are not considered regular periodicals under the rules.

Plate. A full page illustration usually printed on special (heavy) paper, one side of the leaf being blank. Plates are not as a rule included in the paging.

Plates are occasionally found with a legend or brief description printed on the verso or with engravings on both sides.

Printer. The person who prints a book, as distinguished from the publisher and bookseller who issue and sell it.

The same person or firm may, however, be printer, publisher, and bookseller, or printer and publisher, or publisher and bookseller.

Privately printed. Books are said to be privately printed when they are issued from a private press, or for private distribution only, and are not (ordinarily) in the trade.

Program dissertations. Dissertations accompanying the "programs" (*i. e.* announcements of memorial exercises, lectures, etc.) published by universities and schools, especially those of Germany, Austria, Switzerland, and the Scandinavian countries.

Pseudonym. An assumed name under which a person writes.

Publisher. *See* Printer.

Reference. A direction from one heading to another, *e. g.* Alighieri, Dante *see* Dante Alighieri.

Reprint. 1 A reproduction of an earlier edition of a work, without alteration. A new title-page may be added or substituted, or the original title-page may be used, with or without the addition or substitution of the date of the reprint. Reproductions in facsimile, whether printed from type or otherwise, are called facsimile reprints.

2 A "separate," *i. e.* an article from a serial publication or a collection, separately issued, whether printed from the forms or plates of the original or from type actually reset.

Running title. The title repeated at the top of each page of the book or of a section.

Separate. *See* Reprint, 2.

Serial. A publication issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serials include periodicals, annuals (reports, year-books, etc.) and memoirs, proceedings, and transactions of societies.

Serial number. The number denoting the place of the publication in a series, as, Third annual report.

Series. 1 A number of volumes, usually related to one another in subject or otherwise, issued successively by a publisher, as a rule in uniform style, with a collective title which generally appears at the head of the title-page, on the half-title, or on the cover.

2 Each of two or more volumes of essays, lectures, articles, or other writings, similar in character and issued in sequence, *e. g.* Lowell's Among my books, second series.

3 Several successive volumes of a periodical or other serial publication numbered separately in order to distinguish them from preceding or following volumes of the same publication, *e. g.* Notes and queries, 1st series, 2d series, etc.

Series entry. A brief entry of the several works in the library which belong to a series under the name of that series as heading.

Series note. A note stating the name of a series to which a book belongs. The series note ordinarily follows the collation.

Sobriquet. A fanciful or humorous appellation; a nickname.

Subtitle. A secondary or subordinate title, usually explanatory.

Thesis. *See* Dissertation, Academic.

Title. 1 In the broad sense, the distinguishing name of any written production as given on the title-page, including the name of the author, editor, translator, the edition, etc., but excluding the imprint.

2 In the narrow sense the title does not include the name of the author, editor, etc.

See also Alternative title, Binder's title, Caption title, Cover-title, Half-title, Running title, Subtitle.

Title entry. The record of a book in the catalog under some word of the title, generally the first word not an article. A title entry may be a main entry or an added entry.

Title-page. The page at the beginning of a book on which is printed the title and imprint. (*cf.* Half-title)

Transliteration. A representation of the characters of one alphabet by those of another.

Volume. 1 A book distinguished from other books or from other parts of the same work by having its own title-page and usually independent paging.

2 Whatever is contained in one binding.

ENTRY AND HEADING

a) PERSONAL AUTHORS — UNDER WHOM AS AUTHOR

1 **Author entry.** Enter a work under the name of its author whether individual or corporate. (*cf.* Definitions: Author)

Lecky, William Edward Hartpole. The American revolution, 1763–1783; being the chapters and passages relating to America from the author's History of England in the eighteenth century, by William Edward Hartpole Lecky ... Arranged and edited, with historical and bibliographical notes, by James Albert Woodburn ...
Added entry: **Woodburn, James Albert,** *ed.*

Linnæan society of New York. Abstract of the proceedings of the Linnæan society of New York.

2 **Joint author entry.** Enter a work written jointly by two authors (including correspondence) under the name of the one first mentioned on the title-page, followed by the name of the second, in the form, Besant, *Sir* Walter, *and* Rice, James.* When there are more than two authors use the form Doe, John, *and others;* give the names of the others in the title if there are no more than three, or if more than three, in a note or in the contents. Make added entries or references for the second and following authors. (Cutter, 3, 4, 218)

Stevenson, Robert Louis, *and* **Osbourne, Lloyd.** ... The ebb-tide, a trio and quartette ... by Robert Louis Stevenson and Lloyd Osbourne.
Added entry: **Osbourne, Lloyd,** *joint author.*

Cheston, Henry Clifford, *and others.* Physics, theoretical and descriptive, by Henry C. Cheston ... J. Stewart Gibson ... and Charles E. Timmerman ...
Added entries: 1. **Gibson, J. Stewart,** *joint author.* 2. **Timmerman, Charles E.,** *joint author.*

3 **Dissertations.** Enter dissertations published before 1800 under the praeses as praeses. Make an added entry under the respondent when he is known to be the author. The word *praeses* or *respondent* is to be added in the heading. Treat in the same way the later dissertations of certain universities at which the old custom continued after 1800 (*e. g.* the Swedish and Finnish, and of the German particularly Tübingen)

Mosheim, Johann Lorenz, 1694?–1755, *praeses.* Historia Michaelis Serveti ... [1728]
Diss.— Helmstedt (Heinrich von Allwoerden, respondent and author)
Added entry: **Allwoerden, Heinrich von,** *b.* 1703, *respondent.*

Schuebler, Gustav, 1787–1834, *praeses.* Untersuchungen über die temperaturveränderungen der vegetabilien und verschiedene damit in beziehung stehende gegenstände ... 1829.
Diss.— Tübingen (W. Neuffer, respondent)

Enter dissertations published after 1800 under the author, excepting those of universities in which the old custom was kept up after 1800 (*e. g.* the Swedish and Finnish, and of the German particularly Tübingen)

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* On the Library of Congress printed cards the name of the first author only is given in the heading.

If two respondents are named without a praeses, and without designating the author, enter under the first and make added entry under the second.

(Cutter, 6. Eclectic, 169–174. Wheatley's How to catalogue a library, p. 105–121)

Library of Congress supplementary rule 13

The title-pages of dissertations generally embody a more or less uniform statement in regard to the faculty or institution before which the thesis is presented, and of the degree for which its author is a candidate. It is unnecessary to repeat this statement in full in every title. The essential parts can best be given in a note. If the author has added a sketch of his life, this is also to be mentioned in a note. (*See* examples)

The title is to be given in the briefest form, omitting author's name, etc. . . . If the dissertation is a text edited by a candidate for a degree and is entered under the author or title of that text, the name of the editor (author of the dissertation) is not to be omitted . . .

Examples illustrating form of entry and of the note of thesis, dissertation, etc.:

1 Earlier dissertations.

Schurtzfleisch, Conrad Samuel, 1641–1708, *praeses.* ... Lemmata antiqvitatum francicarum ... Lipsiae, apud N. Scipionem, 1698.
Diss.— Wittenberg (P. C. Scheibler, respondent)

Reinharth, Tobias Jacob, 1684–1743, *praeses.* ... De rervm vxoriarvm marito traditarvm favore, et qvibvsdam cavtionibvs earvm cavsa attendendis ... Erfordiæ, typis J. C. Heringii [1732]
Diss.— Erfurt (G. L. Hoyer, respondent and author)*
Added entry: **Hoyer, Georg Leopold,** *respondent.*

2 Modern dissertations.

a) American dissertations.

Stockard, Sallie Walker. The history of Alamance ... Raleigh, N. C., Capital printing company, 1900.
Thesis (M. A.) — University of North Carolina.

Philoxenus, *bp. of Hierapolis.* Three letters of Philoxenus, bishop of Mabbôgh (485–519) ... ed. from Syriac manuscripts ... by Arthur Adolphe Vaschalde ... Roma, Tip. della R. Accademia dei Lincei, 1902.
Thesis (PH. D.) — Catholic university of America, Washington, D. C.
Biography.
Added entry: **Vaschalde, Arthur Adolphe,** 1871– *ed.*

b) French and Belgian dissertations.

Mascart, Jean Marcel, 1872– ... Contribution à l'étude des planètes télescopiques ... Paris, Gauthier-Villars et fils, 1897.
Thèse — Univ. de Paris.

Haure, Marcel *i.e.* **Jean Marie Théodore Marcel,** 1859– ... Recherches sur les points de Weierstrass d'une courbe plane algébrique ... Paris, Gauthier-Villars et fils, 1896.
Thèse — Faculté des sciences de Paris.

Fontaine, Théodore, 1858– De la sensation et de la pensée ... Louvain, C. Peeters, 1858.
Thèse — Univ. de Louvain.

Note. If there are two universities in a city they are to be distinguished by their respective names (*e.g.*, Thèse — Univ. de Paris. Thèse — Institut catholique, Paris) For French theses from 1808 to July 10, 1896, note should read: Thèse — Faculté de droit de Paris; Thèse — Faculté des lettres de Nancy, etc. Consult *Minerva* and *Catalogue des theses.*

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* The authorship of the respondent is in many cases difficult to establish. His designation on the title-page as " auctor " is not to be accepted implicitly as proof of authorship in the strict sense of the word; and the phrase " and author " must therefore be queried in doubtful cases. *cf.* E. Horn, Die disputationen u. promotionen a. d. deutschen universitäten, Centralblatt f. bibliothekswesen, XI. beiblatt (1893) and G. Kaufmann, Zur geschichte der academischen grade und disputationen, Centralblatt f. bibl., XI. bd. (1894) p. 201–225.

c) German dissertations.

Lange, Albert Theodor, *b.* 1818. De motu respiratorio ... Berolini, typis Nietackianis [1842]
Inaug.-diss. — Berlin.
Vita.

Apocalypsis Anastasiae. Apocalypsis Anastasiae; edidit Rudolfus Homburg ... Lipsiae, typis B. G. Teubneri, 1903.
Inaug.-diss. — Leipzig.
Vita.
Added entry: **Homburg, Rudolf,** 1865– *ed.*

d) Dutch dissertations.

Westrate, Hendrik Abraham. Gelderland in den patriottentijd ... Arnhem, P. Gouda Quint, 1903.
Proefschrift — Utrecht.

e) Swedish dissertations.

Sandegren, Magnus *i.e.* **Sven Axel Magnus,** 1859– Till historien om statshvälfningen i Sverige 1809 ... Göteborg, Göteborgs handelstidnings aktiebolags tryckeri, 1890.
Akademisk afhandling — Upsala.

f) Treat like ordinary books the dissertations of other countries (Norwegian, Danish, etc.) the title-pages of which do not contain a generally uniform statement of thesis or degree. Whenever this statement appears on the title-page and the connection permits its separation from the title, it is to be given in a note, to consist preferably of the word *thesis* followed by the name of the university, *e. g.*
Thesis — Copenhagen.

For form of imprint *see* p. 48 (Library of Congress supplementary rule 12, §10)

Library of Congress supplementary rule 25

Dissertations accompanying the "programs" (*i. e.* announcements of memorial exercises, lectures, etc.) published by universities and schools, especially those of Germany, Austria, Switzerland, and the Scandinavian countries, are to be cataloged in accordance with the following rules:

1 Enter under author of the dissertation. Give title, place and date, and paging of the dissertation, disregarding the title of the program proper and omitting the publisher or printer. State in a note the occasion of the publication (for form see examples below) Separate issues of the dissertation without the program are to be so designated (example 7)

2 Anonymous dissertations without title (*e. g.* those issued with the Indices lectionum) are to be entered under made-up titles.

3 If a program is accompanied by two or more dissertations, enter each independently, with the note: Programm — etc., as provided for under 1. No reference to the other dissertations need be made.

4 Make *added entry* (examples 1–2, 5–6) or *form entry* (examples 3–4) for the institution.

When the programs are classified as such, and an entry made for the series under the name of the institution, the added entry is of course omitted (example 8)

1 [**Vahlen, Johannes**] 1830–. [De attractione pronominum] Berolini [1873]
Programm — Univ. Berlin (Index lect. Sem. aest.)
Added entry: **Berlin. Universität.** Index lectionum 1873.

2 [**Schneider, Carl Ernst Christoph**] 1786–1856. [De utilitate et praestantia litterarum graecarum et latinarum] Vratislaviae, 1828.
Programm — Univ. Breslau (Index lect. Sem. hib.)
Added entry: **Breslau. Universität.** Index lectionum 1828–29.

3 **Rydberg, Johannes Robert,** 1854– Fysikens utveckling till allmän tillståndslära ... Lund, 1903.
Programm — Univ. Lund (with list of doctors' degrees)
Added entry: **Lund. Universitet** — Doctors' degrees, 1903.

4 **Nitzsch, Christian Ludwig,** 1782–1837. ... Pterylographiae avium pars prior. Halae, 1833.
Programm — Univ. Halle (with award of prizes)
Added entry: **Halle. Universität** — Prizes, 1833.

5 **Elter, Anton,** 1858– ... De Henrico Glareano geographo et antiquissima forma 'Americae' commentatio. Bonnae [1896]
Programm — Univ. Bonn (Natalicia Gvilelmi II)
Added entry: **Bonn. Universität.**

6 **Jeitteles, L[udwig] H[einrich]** 1830–1883. Ueber einige seltene und wenig bekannte saugethiere des südöstlichen Deutschlands ... [St. Pölten, 1867]
Programm — N.-Ö. Landes-ober-realschule, St. Pölten.
Added entry: **Sankt Pölten, Austria. Landes-real- und ober-gymnasium.**

7 **Rautenberg, Ernst [Theodor]** ... Sprachgeschichtliche nachweise zur kunde des germanischen alterthumes ... Hamburg, 1880.
Separate, from Programm — Gelehrtenschule des Johanneums, Hamburg.

8 **Hamburg. Stadtbibliothek.** ... Autotypen der reformationszeit auf der Hamburger stadtbibliothek, von A. v. Dommer ... Hamburg, 1881.
Programm — Akademisches und real-gymnasium, Hamburg.
Added entry: **Dommer, Arrey von,** 1828–1905, *ed.*
The added entry "Hamburg. Akademisches und real-gymnasium" is omitted here, there being a series entry:
Hamburg. Akademisches und real-gymnasium. Programm.

4 **Illustrators.** Enter books consisting solely of illustrations, or illustrated works of which the illustrations are the chief feature, under the illustrator or designer. In the latter case make added entry under the author of the text.

If the illustrations are secondary in importance to the text, the book is to be entered under the name of the author, with added entry under the name of the illustrator.

In doubtful cases enter under the author of the text with added entry under the illustrator.

(Cutter, 8. Eclectic, 96–99)

Finden, William, *and* **Finden, Edward F.** Views of ports and harbours, watering places, fishing villages, and other picturesque objects on the English coast. Engraved by William and Edward Finden, from paintings by J. D. Harding, G. Balmer, E. W. Cooke, T. Creswick, and other eminent artists.
Text by W. A. Chatto.
Added entries: 1. **Finden, Edward Francis.** 2. **Chatto, William Andrew.**

Omond, George William Thomson. Bruges and West Flanders, painted by Amédée Forestier; described by G. W. T. Omond.
Added entry: **Forestier, Amédée,** *illus.*

Jungman, *Mrs.* **Beatrix.** Holland, by Nico Jungman; text by Beatrix Jungman.
Added entry: **Jungman, Nico,** *illus.*

5 **Engravers.** Enter engravings under the engraver, unless they are reproductions of the work of another artist, in which case the entry is to be made under the original artist, with added entry for the engraver. A collection by one engraver, copied from the works of several artists, is to be entered under the engraver. (Cutter, 9. Eclectic, 100)

Turner, Joseph Mallord William. Picturesque views on the southern coast of England, from drawings made principally by J. M. W. Turner, R. A., and engraved by W. B. Cooke, George Cooke, and other eminent engravers.
Added entries: 1. **Cooke, William Bernard,** *engr.* 2. **Cooke, George,** *engr.*

Toschi, Paolo. Toschi's engravings from frescos by Correggio and Parmegiano. Reproduced by the heliotype process from the Gray collection of engravings, Harvard university.
Added entries: 1. **Correggio** *i.e.* **Antonio Allegri,** *known as.* 2. **Mazzuoli, Francesco,** *called* **il Parmigianino.** 3. **Harvard university.** *William Hayes Fogg art museum. Gray collection of engravings.*

6 Cartographers (Map makers) Enter maps under the cartographer. If the name of the cartographer is not found, enter under the publisher. (Cutter, 9, 368. Eclectic, 100. British museum Rules, 1900, Catalogue of maps)

Gregory, C. C. McMillan's map of New Brunswick. Drawn by C. C. Gregory. Scale of statute miles [*ca.* 8 to the inch]

Johnston, W. *and* **A. K.,** *pub.* Johnston's commercial and library chart of the world on Mercator's projection.

7 Architects. Enter designs and plans of buildings under the architect. (Cutter, 9. Eclectic, 100)

Holman, Emily Elizabeth. Picturesque summer cottages, containing 35 new and original designs for summer cottages, including also, some summer hotels, country clubs and road houses, ranging in price from $250 to $3,000. Designed and pub. by E. E. Holman, architect ...

8 Music. Enter a musical work under the composer, with added entry under editor or arranger, and also under the author of the words in case of operas, oratorios, cantatas, etc. (Cutter, 11, 367. Eclectic, 102–104. British museum Rules, 1900, Catalogue of music)

Albert, Eugen d'. Der improvisator. Oper in drei aufzügen. Dichtung von Gustav Kastropp, musik von Eugen d'Albert ...
Added entry: **Kastropp, Gustav,** *librettist.*

Enter *variations* under the composer of the variations, with added entry under the composer of the original theme or themes.

Heller, Stephen. Variations sur un thême de Beethoven (Andante de la Sonate Op. 57) pour piano par Stephen Heller. Op. 133.
Added entry: **Beethoven, Ludwig van.**

9 Librettos. Enter a libretto under the librettist if known, otherwise under the title. In either case make added entry under the composer.

Barbier, Jules. Faust, a lyric drama in five acts; book by J. Barbier and M. Carré, music by Charles Gounod.
On cover: Libretto, English and French text.
Added entries: 1. **Carré, Michel,** *joint author.* 2. **Gounod, Charles François.** Faust.

10 Thematic catalogs.* Enter thematic catalogs under the composer, with added entry for the editor or compiler.

Mozart, Johann Chrysostom Wolfgang Amadeus. Chronologisch-thematisches verzeichniss sämmtlicher tonwerke Wolfgang Amade Mozart's ... Von dr. Ludwig ritter von Köchel.
Added entry: **Köchel, Ludwig Alois Friedrich,** *ritter* **von.**

11 Heraldic visitations.† Enter heraldic visitations under the name of the herald or king-of-arms who makes the visitation, with added entries—

1 For other heralds assisting in or continuing the visitation.

2 For the editor.

3 For the college or king-of-arms.

Bysshe, *Sir* **Edward.** A visitation of the county of Essex. Begun A. D. MDCLXIIII., finished A. D. MDCLXVIII. by Sir Edward Bysshe, knt., Clarenceux king of arms. Ed. by J. J. Howard ...
Added entries: 1. **Howard, Joseph Jackson,** *ed.* 2. **England.** *College of arms.*

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* Library of Congress supplementary rule 24. † Library of Congress supplementary rule 9.

12 Bulls. Enter papal bulls as follows:

1 A general collection, under the heading Roman Catholic church, with subheading Pope. Make added entry under the collector or compiler and also under the title by which the collection is known.

Roman Catholic church. *Pope.* Bullarium romanum novissimum ... tertio nunc editum a D. A. M. Cherubino.
Added entry: **Cherubinus, Laertius.**

2 A collection of bulls limited to a single pontificate, or a single bull, under the same heading as a general collection, with the addition of the inclusive dates of the pontificate and the name of the pope. Make a reference from the name of the pope, *e. g.* Alexander VI, *pope*, 1431–1503, *see also* Roman Catholic church. *Pope, 1492–1503* (*Alexander* VI)

In the case of a single bull, the addition of the first word or words to the heading is recommended, especially in dealing with a large number of titles.

Roman Catholic church. *Pope*, 1492–1503 (*Alexander VI*)
Roman Catholic church. *Pope*, 1700–1721 (*Clemens XI*) *Unigenitus.*

13 Commentaries. When the text of a work is given with a commentary, the work is to be cataloged under the name of the author of the text and a reference or an added entry made under the name of the author of the commentary.

It may occasionally be preferable to enter commentaries published with the text under the commentator. Examples are: (a) when the typographical disposition of the text clearly indicates its intended secondary position, *e. g.* in small type at the foot of the page in parenthesis, etc., to elucidate the commentary; (b) when the text is printed in fragmentary form or is distributed through the commentary in such a way that it cannot be readily distinguished from it.

(Cutter, 14–15. Eclectic, 139–140)

Demosthenes. Demosthenes, with an English commentary by the Rev. Robert Whiston ...
Added entry: **Whiston, Robert,** *ed.*

Gill, William Hugh. The incarnate Word; being the Fourth gospel elucidated by interpolation for popular use, by William Hugh Gill ...
Added entry: **Bible.** *N. T. John.*

14 Continuations (Supplements) Enter a continuation which is in the form of an independent work with separate title, whether printed with the original or not, under the name of its own author, with a reference from the author of the original work. (Cutter, 16. Eclectic, 166)

Justi, Karl Wilhelm. Grundlage zu einer hessischen gelehrten- schriftsteller- und künstler-geschichte vom jahre 1806 bis zum jahre 1830. Fortsetzung von Strieder's Hessischer gelehrten- und schriftsteller-geschichte und nachträge zu diesem werke. Von dr Karl Wilhelm Justi.

Strieder, Friedrich Wilhelm. Grundlage zu einer hessischen gelehrten- und schriftsteller-geschichte.
For a continuation of this work *see* Justi, Karl Wilhelm. Grundlage zu einer hessischen gelehrten- schriftsteller- und künstler-geschichte.

Copinger, Walter Arthur. Supplement to Hain's Repertorium bibliographicum ... By W. A. Copinger ...

Reichling, Dietrich. Appendices ad Hainii-Copingeri Repertorivm bibliographicvm; additiones et emendationes edidit Dietericus Reichling ...

Hain, Ludwig Friedrich Theodor. Repertorium bibliographicum
see also
Copinger, Walter Arthur. Supplement to Hain's Repertorium bibliographicum.
Reichling, Dietrich. Appendices ad Hainii-Copingeri Repertorivm bibliographicvm.

15 Indexes. Enter an index with the work to which it belongs. Make added entry under the compiler.

The **New York** genealogical and biographical record. Devoted to the interests of American genealogy and biography ... v. 1– ; Jan. 1870–
—— Subject-index. Volumes I–XXIV. Comp. by Theodore M. Banta.
Added entry: **Banta, Theodore Melvin,** *comp.*

Klein, Julius Leopold. Geschichte des drama's, von J. L. Klein.
—— Register-band zur Geschichte des drama's von J. L. Klein. Bd. I–XIII. Bearb. von Theodor Ebner.
Added entry: **Ebner, Theodor,** *comp.*

An index to the various publications of a society or an institution is to be entered under the name of the body, with added entry under the compiler.

Archaeological institute of America. ... Index to publications. 1879–1889. By William Stetson Merrill.
Added entry: **Merrill, William Stetson,** *comp.*

A general index is, as a rule, to be entered under its compiler, but many indexes to periodical and miscellaneous literature, especially such as are published periodically, are better known under their titles, and should be so entered.

Griswold, William McCrillis. ... An index to articles relating to history, biografy, literature, society and travel, contained in collections of essays (etc.) By W: M. Griswold ...

Poole's index to periodical literature, by William Frederick Poole ... with the assistance as associate editor of William I. Fletcher ... and the coöperation of the American library association and the Library association of the United Kingdom ... Rev. ed. v. 1 ... 1802–1881.
The later volumes are designated "first supplement," "second supplement," etc.
Added entries: 1. **Poole, William Frederick.** 2. **Fletcher, William Isaac.**

The **Annual** library index, 1905– Including periodicals, American and English; essays, book-chapters, etc.; bibliographies, necrology, and index to dates of principal events. Ed. with the coöperation of members of the American library association by W. I. Fletcher and H. E. Haines.
Added entries: 1. **Fletcher, William Isaac.** 2. **Haines, Helen Elizabeth.**

... **A. L. A.** portrait index. Index to portraits contained in printed books and periodicals, comp. with the coöperation of many librarians and others for the Publishing board of the American library association. Ed. by William Coolidge Lane ... and Nina E. Browne ...
Added entries: 1. **Lane, William Coolidge.** 2. **Browne, Nina Eliza.**

16 Concordances. Enter a concordance under its compiler with added entry under the author concordanced. (Cutter, 20. Eclectic, 134, 138)

Furness, Helen Kate (Rogers) "*Mrs.* **H. H. Furness.**" A concordance to Shakespeare's poems: an index to every word therein contained, by Mrs. Horace Howard Furness ...
Added entry: **Shakespeare, William** — Concordances.

(British) Library association rule: Enter a concordance under the author concordanced with added entry under the compiler.

17 Epitomes. Enter an epitome under the original author, with added entry under the epitomizer. (Cutter, 17. Eclectic, 141)

Malory, *Sir* **Thomas.** The boy's King Arthur; being Sir Thomas Malory's history of King Arthur and his knights of the Round table; ed. for boys with an introduction by Sidney Lanier ...
Added entry: **Lanier, Sidney,** *ed.*

18 Excerpts, chrestomathies. Enter excerpts (selections) and chrestomathies from a single author under that author, with added entry or reference under the compiler. (Cutter, 19)

For entry of excerpts, etc., from several authors *see* 126.

Burns, Robert. Gems from Burns; selections from the poems, letters, lyrics and ballads of Robert Burns, by Gordon Garrett ...
Added entry: **Garrett, Gordon,** *ed.*

Plato. Chrestomathia Platoniana.
With the Latin translation of Jean de Serres. Ed. by F. C. Mueller.
Added entries: 1. **Serres, Jean de,** *tr.* 2. **Mueller, Ferdinand Christian,** *ed.*

19 Revisions. Enter a revision under the name of the original author unless it has become substantially a new work, in which case it is to be entered under the reviser, with a reference or an added entry under the original author. (Cutter, 18. Eclectic, 289–293)

Johnston, Alexander, 1849–1889. A history of the United States for schools ... by Alexander Johnston ... 4th ed., rev. and continued by Winthrop More Daniels ... and William MacDonald ... 1902.
Added entries: 1. **Daniels, Winthrop More.** 2. **MacDonald, William.**

Seubert, Adolf Friedrich. Allgemeines künstler-lexicon; oder, Leben und werke der berühmtesten bildenden künstler. 2. aufl. umgearb. und ergänzt von A. Seubert.
2d edition of Friedrich Müller's Die künstler aller zeiten und völker.

Müller, Friedrich. Die künstler aller zeiten und völker.
For a second edition of this work *see* Seubert, Adolf Friedrich. Allgemeines künstler-lexicon. 1882.

20 Table-talk, interviews. Enter table-talk under the name of the talker, interviews under the name of the person interviewed. (Cutter, 22)

Selden, John. The table talk of John Selden; ed. with an introduction and notes by Samuel Harvey Reynolds ...
Added entry: **Reynolds, Samuel Harvey,** *ed.*

21 Translations. Enter a translation under the heading of the original work. Make added entry under the translator. (Cutter, 245–247)

Homerus. The Iliad of Homer, done into English prose by Andrew Lang ... Walter Leaf ... and Ernest Myers ...
Added entries: 1. **Lang, Andrew,** *tr.* 2. **Leaf, Walter,** *tr.* 3. **Myers, Ernest,** *tr.*

22 Manuscripts. Manuscripts, in so far as they require entry in the general author catalog, are to be treated according to the following rules:

1 Enter manuscripts and facsimiles of manuscripts of an author under his name.

Keats, John. *Hyperion.* (*Manuscript*) Hyperion; a facsimile of Keats's autograph manuscript with a transliteration of the manuscript of The fall of Hyperion, a dream. With introductions and notes by Ernest de Sélincourt.
Added entry: **Sélincourt, Ernest de,** *ed.*

2 Enter an anonymous manuscript or the facsimile of an anonymous manuscript under the name or the title by which it is generally known, provided this is distinctive; otherwise under the designation or number in the collection to which it belongs.

Codex Fejérvàry-Mayer.
Códice Martinez Gracída.
Flateyjarbók.
Nibelungenlied. *Mss., h.*
Paris. Bibliothèque nationale. *Mss. lat.* 10318.

Collections of manuscripts or of facsimiles of manuscripts are to be treated like other collections (*see* 126)
(Cutter, 109, 366)

b) PERSONAL AUTHORS — UNDER WHAT PART OR FORM OF NAME

23 Full name in vernacular form. In the heading give names of authors in full and in their vernacular form, with certain specified exceptions (*see* rules 27–28, 31–32, 38–39, 42–50, 52, 56) Refer from the form not adopted.

For a list of authorities on full names *see* "A selection of cataloguers' reference books in New York state library."

ENTRY UNDER SURNAME

24 General rule. In general, enter persons of modern times under the family name followed by the forenames. Variations from this practice are noted in succeeding rules.

25 Compound surnames. Enter compound surnames under the first part of the name and refer from the other parts.

Campbell-Bannerman, *Sir* Henry.
Watts-Dunton, Theodore.
Hart-Synnot, Arthur FitzRoy.
Pardo Bazân, Emilia.
Cotarelo y Mori, Emilio.
Calderón de la Barca, Pedro.
Schulze-Delitzsch, Hermann.
Imbert de Saint-Amand, Arthur Léon, *baron.*
Leveson-Gower, Arthur Francis Gresham.
Simonde de Sismondi, Jean Charles Léonard.
Vivien de Saint-Martin, Louis.
Pflugk-Harttung, Julius Albert G. von.

When it is found that the author's own usage or the custom of his country distinctly favors entry under some part of the name other than the first, it may be advisable to make an exception to this rule.

Salomons, *Sir* David Lionel Goldsmid-Stern-, *bart.*
Fénelon, François de Salignac de La-Mothe.

26 Surnames with prefixes. Enter surnames with prefixes under the part following the prefix, except (a) in English; (b) in French when the prefix consists of or contains an article; (c) in Italian and Spanish when the prefix consists simply of an article; (d) when the prefix and the name are written as one word. Naturalized names with prefixes are to be treated according to the rules for the language adopted. (Cutter, 29. Eclectic, 2–11, 427. British museum Rules, 12)

Hoffman (—— von), Lima (—— de), Ponte e Horto (—— da), Santos Pereira Jardin (—— dos), Brink (—— ten), Haar (—— ter), Haeghen (—— van der), Laer (—— van)

English: A' Becket, Ap John, De Quincey, De La Rue, De Morgan, D'Israeli, Le Galienne, MacDonald, Van Buren.

French: Du Moncel, La Rochefoucauld, Le Sage, Du Piu, Du Bocage; *but* Rosny (—— de), Bouille (—— de), Allard (—— de)

Italian and Spanish: La Lumia, La Farina, Lo Gatto; *but* Farina (—— da), Río (—— del), Torre (—— della)

Prefix compounded with the name: Vanderkindere, Vonhausen, Zurlauben, Dechambre, Vanderhoeck, Delacroix, Lafuente, Laserna, Dallolio.

27 Form of forenames. Give forenames in the form most common in the author's native or adopted language, or in doubtful cases in the form proper to the language in which he has written most of his works, *e. g.* Pushkin, Aleksandr Sergieevich, *not* Alexander.

In German and Swedish forenames, when there is doubt between *ph* and *f*, or *c* and *k*, *f* and *k* are to be preferred, *e. g.* Adolf rather than Adolph, Karl rather than Carl. In names of classical origin *ae* is to be preferred to *e*—Aegidius, *not* Egidius.

28 **Unused forenames.** Omit forenames not used by the author and not represented by initials on the title-pages of his works, *e. g.* Conradi, Bruno, *not* Karl Paul Bruno; Dickens, Charles, *not* Charles John Huffam.

If in such cases it is deemed better to give the full name, the following form of entry may be adopted: Levasseur, Èmile *i.e.* Pierre Èmile. Refer from the form not adopted.

29 **Forenames with variants.** Give forenames which have a distinct variant in the form of the variant whenever the author uses it regularly. Refer from the original form when necessary.

Droysen, Hans, with reference from Droysen, Johannes.
Reuter, Fritz, with reference from Reuter, Friedrich.
Whitman, Walt.
Carleton, Will.

A large minority of the (British) Library association committee favor entry under the original name, while admitting that popular libraries should choose the variant whenever the author uses it regularly.

30 **Compound forenames.** Forenames that appear combined in one word are not to be separated into their component parts unless it is known that the separate form represents the author's own usage.

Martini, Giambattista, *not* Giovanni Battista.

ENTRY UNDER FORENAME, TITLE, ETC.

31 **Popes, sovereigns, etc.** Enter under forenames sovereigns, ruling princes, popes, saints, and other persons* known by their forenames only. (*cf.* 45, 46, 48)

Charles II, *king of Great Britain.*
Albert I, *prince of Monaco.*
Karl, *landgrave of Hesse-Cassel*
Pius II, *pope.*
Athanasius, *Saint.*
Giraldus *Cambrensis.*
Geoffrey *of Monmouth.*
Thomas *the Rhymer.*

32 **Princes of the blood.** In general, enter members of the immediate families of sovereigns under their forenames and refer from their titles; but enter under their title those who are decidedly better known by these designations.

Carlos, *Don, infante of Spain.*
George, *prince of Wales.*
but
Orléans, Gaston Jean Baptiste, *duc* **d'.**
Conti, Marie Anne de Bourbon, *princesse* **de.**

(British) Library association rule: Enter members of the immediate families of sovereigns under their forenames and refer from their titles.

* Until the 14th century the presumption is in favor of the forename rather than the by-name as entry word.

33 **Noblemen.** Enter a nobleman under his latest title unless he is decidedly better known by the family name or an earlier title. In either case refer from the name not adopted as entry word. (Cutter, 25–26. Eclectic, 28–31 and p. 66–67, *note*)

Kelvin, William Thomson, *1st baron.*
Tennyson, Alfred Tennyson, *1st baron.*
Avebury, John Lubbock, *1st baron.*
Salisbury, Robert Arthur Talbot Gascoyne-Cecil, *3d marquess of.*
Lytton, Edward George Earle Lytton Bulwer-Lytton, *1st baron.*
Saint-Simon, Louis de Rouvroy, *duc* **de.**
but
Bacon, Francis, *viscount St. Albans.*
Walpole, Horace, *4th earl of Orford.*

(British) Library association rule: Enter a nobleman under his family name and refer from his titles.

Lubbock, John, *1st baron Avebury.*

34 **Ecclesiastical dignitaries.** Enter ecclesiastical dignitaries, except those mentioned in 31, under their surnames. In the case of bishops and archbishops of the Church of England, refer from the names of their sees.

Davidson, Randall Thomas, *abp. of Canterbury.*
Colenso, Joseph William, *bp. of Natal.*
Wilberforce, Samuel, *successively bp. of Oxford and Winchester.*

TITLES, DESIGNATIONS, AND EPITHETS TO BE ADDED IN THE HEADING

35 **Titles of nobility, etc.** Add in the heading titles and designations which indicate nobility and the higher offices or ranks when they are commonly used in referring to a person. Foreign titles are to be given in English when the forename is entry word, otherwise in the vernacular.* (Cutter, 214–216. Eclectic, 446–452)

Karl, *archduke of Austria.*
Karl Ludwig, *elector palatine.*
but
Humboldt, Wilhelm, *freiherr* **von.**
Mirabeau, Honoré Gabriel Riquetti, *comte* **de.**

In Cutter 214 will be found a full explanation of the titles of Englishwomen. *cf. also* Eclectic, 452.

36 **Epithets, etc., added when forename becomes entry word.** Add to the forename when it is used as entry word any epithet, by-name, or adjective of origin, nationality, etc., by which the person is usually known.

Kazimierz III, *Wielki, king of Poland.*
Joannes *Eleemosynarius, Saint, patriarch of Alexandria.*
Gulielmus *Alvernus, bp. of Paris.*

37 **Dates and designations.** Distinguish persons of the same name by adding in the headings the dates of birth and death or descriptive designations denoting profession, occupation, etc.

When the years of birth and death are easily ascertainable they should be

* Library of Congress uses the English form for such titles as *bishop, archbishop, cardinal.*

added in the heading even if not necessary at the time for distinguishing persons of the same name.

(Cutter, 213)

Smith, John, 1536–1616.
Smith, John, 1580–1631.
Smith, John, *clock-maker.*
Smith, John, *of Malton, Eng.*
Smith, John, *rector of Baldock*
Smith, John, *surgeon and trading captain.*

PSEUDONYMS, CHANGE OF NAME, ETC.

38 Pseudonyms. Enter under the pseudonym of a writer when the real name is not known, and add the abbreviation *pseud.* in the heading.* Make added entry under the title. (Cutter, 7, 97, 204–205. Eclectic, 64–79)

Adams, Mary, *pseud.* Confessions of a wife, by Mary Adams, with illustrations by Granville Smith.
[**French, Alice**] Expiation, by Octave Thanet [*pseud.*]

39 Sobriquets, nicknames, etc. In a few cases, chiefly names of artists, a universally used sobriquet or nickname is to be selected as entry word, provided it is not one of the forenames of the person in question. (Cutter, 24a. Eclectic, 407)

Tintoretto *i.e.* **Jacopo Robusti,** *known as* (with reference from Robusti)
Giorgione *i.e.* **Giorgio Barbarelli,** *known as* (with reference from Barbarelli)

40 Change of name—general rule. Enter a person who has changed his name under the latest form, unless an earlier one is decidedly better known. This includes cases in which merely the spelling of the name has been altered. Refer from the form not selected as entry word.

Stretton, Hesba, *originally* Hannah Smith.
Lindenbruch, Friedrich, with reference from Lindenbrog.
Wülker, Richard, with reference from Wülcker.
Fiske, John, with reference from Green, Edmund Fiske.

(British) Library association rule: In the case of authors who change their name or add to it a second after having begun to publish under the first, the heading is to consist of the original name followed by the word *afterwards* and the name subsequently adopted. (British museum Rules, 11)

41 Married women. Enter a married woman under her latest name unless she has consistently written under an earlier one (either her maiden name or the name of a former husband) In either case refer from the name not selected as entry word.

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* The Library of Congress enters under pseudonym a few authors who, besides having written exclusively under their pseudonyms, are decidedly better known in literary history by their assumed than by their real names.

Eliot, George, *pseud.* of Marian Evans, *afterwards* Cross. George Eliot's life as related in her letters and journals, arranged and edited by her husband, J. W. Cross ...
Added entry: **Cross, John Walter,** *ed.*

An exception is also made in the case of two or more authors who have written together under one pseudonym, when for practical reasons entry under the pseudonym is often preferable.

Tilton, Dwight, *pseud. of* George Tilton Richardson *and* Wilder Dwight Quint. On Satan's mount, by Dwight Tilton ... illustrations by Charles H. Stephens.

The heading is to consist of (a) husband's surname, (b) her own forenames, and (c) her maiden name, when known, in parenthesis.

Stowe, *Mrs.* **Emily Howard (Jennings)**
Hopkins, *Mrs.* **Sarah (Drake) Garretson.**
Jackson, *Mrs.* **Helen Maria (Fiske) Hunt.**
Soyaux, *Frau* **Frieda (Schanz)**
Gasparin, Valérie (Boissier) *comtesse* **de.**

When a woman uses her husband's forenames or initials in place of her own on the title-pages of her books, add this form in the heading and refer from it.

Hinkson, Katharine (Tynan) "*Mrs.* H. A. Hinkson."
Ward, Mary Angela (Arnold) "*Mrs.* Humphry Ward."

Examples of married women who are to be entered under the maiden name or the name of a former husband:

Bell, Lilian Lida, "*Mrs.* A. H. Bogue."
Potter, Margaret Horton, "*Mrs.* J. D. Black."
Wiggin, Kate Douglas (Smith) "*Mrs.* G. C. Riggs."
Brontë, Charlotte, with reference from Nicholls, *Mrs.* Charlotte (Brontë)

(Cutter, 24c. Eclectic, 34–36, 431–433)

(British) Library association rule: Enter a married woman under the earliest name which she has used as an author. Refer from later names.

Robinson, Agnes Mary Frances, *afterwards Mrs.* James Darmesteter, *afterwards Mme.* Duclaux, with references from Darmesteter, *Mrs.* James, and Duclaux, *Mme.*

42 Variations due to language, transliteration, etc. When a person regularly uses a foreign form of his name, enter under this form.

Leschetizky, Theodor, *not* Leszetycki, Teodor.
Tschermak, Gustav, *not* Čermak.

This practice applies to authors whose works have originally appeared in a foreign or adopted tongue, and whose names may therefore be given in the form thus adopted by them.

Follow this practice also in the case of transliterated names, if the author has himself consistently used a particular form when among foreigners, or is always known by a transliteration differing from the one provided for in these rules.

Rangabé, *not* Rankabēs.
Vlachos, *not* Blachos.

(*cf.* Appendix 2; *also* Eclectic, 377–383)

43 Writers of the middle ages and the renaissance and reformation periods. Authors of the middle ages and the renaissance and reformation periods who have translated their names into one of the classic languages, or who, with or without reference to the original, have adopted a name Greek or Latin in form, are to be entered under the adopted form.

Agricola, Rudolf, *not* Bauer.
Xylander, Wilhelm, *not* Holtzmann.
Melanchthon, Philipp, *not* Schwarzerd.
Oecolampadius, Johannes, *not* Hausschein.

On the other hand, enter under the original name when it has become firmly established, through the author's own usage or otherwise, so that he is known by that rather than by the adopted name.

Reuchlin, Johann, *not* Capnion.

In either case refer from the form of name not adopted as entry word.

44 **Post-reformation and modern writers known under a Latin form.** Post-reformation and modern writers whose names are found both in a Latin form and in the vernacular are to be entered under the Latin form whenever this is decidedly better known. Reference is to be made from the vernacular.

Grotius, Hugo, with reference from Groot, Hugo van.
but
Ritschl, Friedrich Wilhelm, *not* Ritschelius, Fridericus.

45 **Popes.** Give names of popes in Latin and refer from the vernacular form of the forename and from the family name.

Pius II, *pope,* with reference from Pio and from Piccolomini, Enea Silvio.

46 **Sovereigns.** Give names of sovereigns in the vernacular and refer from the English form.*

Franz Joseph I, *emperor of Austria.*
Friedrich I, *Barbarossa, emperor of Germany.*
Wilhelm II, *German emperor.*
Henri IV, *king of France.*
Umberto I, *king of Italy.*

47 **Bible characters.** Give names of Bible characters in English, and as far as possible in the form in which they appear in the authorized version.

James, *Saint, apostle.*

48 **Saints.** Give names of saints other than Bible characters in Latin, unless they are decidedly better known under the vernacular or some other form.

Latin form —
Benedictus, *Saint, abbot of Monte Cassino.*
Gregorius, *Saint, bp. of Tours.*
Joannes *Eleemosynarius, Saint, patriarch of Alexandria.*
Zeno, *Saint, bp. of Verona.*
Vincentius *Lerinensis, Saint.*

Vernacular form —
Birgitta, *Saint, of Sweden.*
Bernard *de Clairvaux, Saint.*
Geneviève, *Saint of Paris,*

English form —
Patrick, *Saint.*
Augustine, *Saint, abp. of Canterbury.*

GREEK, LATIN, AND ORIENTAL WRITERS

49 **Ancient Greek writers.** Enter ancient Greek authors under the Latin form of their names and refer from the English and occasionally from the Greek form. In selecting the proper entry word for the names of ancient Greeks follow the practice of the classical dictionaries (Smith's Dictionary of Greek and Roman biography; Engelmann's Bibliotheca scriptorum classicorum; Harper's Dictionary of classical literature and antiquities)

Homerus, with reference from Homer.
Aeschylus, with reference from Aischylos.

* Library of Congress enters sovereigns of nations not using alphabets in roman or gothic characters under the English form, *e.g.* Paul I, *emperor of Russia* (*not* Pavel I); Catharine II, *empress of Russia* (*not* Ekaterina II)

50 Byzantine writers. Enter Byzantine authors under the personal or baptismal name in the Latin form. A reference is usually to be made from the surname, especially when it has become a family name. (Instruktionen, 58)

Georgius *Pisides*, **Georgius** *Syncellus*, with references from Pisides, Syncellus.
Anna Comnena, Joannes Tzetzes, with references from Comnena, Tzetzes.
but
Georgius *Monachus*, **Maximus** *Confessor*, **Theodorus** *Anagnostes*, without references from Monachus, Confessor, Anagnostes.

51 Classic Latin writers. Enter Latin authors in accordance with the practice of the classical dictionaries (*cf.* 49)

When it is doubtful which of two names has been preferred as entry word by the best authorities, enter under the first and refer from the second.

Martianus Capella, with reference from Capella.

The original Latin form of the name is to be adopted, with reference from the English form whenever the latter differs from the original.

Horatius Flaccus, Quintus, with reference from Horace.

52 Oriental writers: Arabic, Turkish, etc. Arabic and other writers (especially Turkish and Persian) living in Mohammedan countries and following Mohammedan practice, are to be entered under the personal name, followed by the names expressing relationship (compounds with *abū*, father, *ibn*, son, etc.) and by any special name or names derived either from the author's place of birth or from some circumstance connected with his life and character. The portion of the name preceding the personal name is to be transposed in the heading similarly to the transposition of Christian forenames. References are to be made from each of the various names.*

The article *al* is always to be written out, but is to be ignored in the arrangement when it precedes the name under which entry is made.†

Muḥammad ibn Zakarīyā, Abū Bakr, *al-Rāzī*, with references from Abū Bakr Muḥammad ibn Zakarīyā, *al-Rāzī*; al-Rāzī; Rasis; Rhases.
Abū Bakr ibn al-Ṭufail, Abū Ja' far, *al-Ishbīlī*, with references from Abu Ja' far ibn al-Ṭufail, *al-Ishbīlī;* Ibn al-Ṭufail; al-Ishbīlī.

Exceptions are to be made where a name other than the personal name more readily distinguishes the author, or where a particular form of the name has become established in western literature.

Abū al-Wafā, *al-Buzjānī*, with references from Muḥammad ibn Muḥammad, Abū al-Wafā, *al-Buzjānī;* al-Buzjānī; Aboul-Wéfa.
Averroës, with references from Muḥammad ibn Aḥmad, Abu al-Walīd, *called* Ibn Rushd; Ibn Rushd; Abū al-Walīd Muḥammad ibn Aḥmad, *called* Ibn Rushd.

See also examples under 56.

53 Hebrew writers. Hebrew writers prior to the 19th century, unless decidedly better known under a European form of name, are to be entered under the given name of the author followed by that of his father or by some designation referring to the city of his birth or residence, to his profession, or to his

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* Library of Congress printed cards follow in the main the form of heading adopted in the catalogs of the British museum.

† Many will prefer to transpose the article, writing it at the end followed by a hyphen to indicate its connection with the name.

rank. When the proper names of Hebrew writers begin with *ben*, *abi*, or *ab*, these should begin the heading, as they form an integral part of these names. The same holds true of *bar* in Syriac names.

The article is always to be written *ha-*. When this precedes the name of the writer it is to be ignored in the arrangement.*

A Hebrew writer who has written both in Hebrew and in Arabic is to be entered under his Hebrew designation with reference from the Arabic name.

Refer from the various forms in which the names of many Hebrew writers have become current. The Biblical names are to be given, as far as possible, in the form in which they appear in the authorized version.

Israel ben Eliezer, Ba'al-Shem Tob, *called* **Besht,** with references from Besht, Israel ben Eliezer, *called;* Ba'al-Shem Tob, Israel ben Eliezer.
Judah, *ha-Levi*, with references from Jehuda Halevi; Halevi, Judah.
but
Maimonides, with references from Moses ben Maimon; Rambam.
Leo Hebraeus, with reference from Abranavel, Judah.

54 Indic names. Indic names are as a rule to be entered under the personal name (usually the first) with reference from the family name or surname (usually the third) When there are only two names, refer from the second.†

Mahādeva Govinda Rānade, with references from Rānade, Mahādeva Govinda; Govinda Rānade, Mahādeva.

Where family names have been adopted according to western usage, enter under the family name and refer from the personal name.

Dutt, Romesh Chunder, with reference from Romesh Chunder Dutt.

55 Other Oriental names. Oriental names not provided for above (*cf.* 52–54) are usually treated like the Indic, except when, like the Armenian, they are formed according to western usage; in that case they are to be treated like modern family names, *e.g.* Hagopian, Hovhan.

56 Oriental names known under western forms. Oriental names for which particular forms have become firmly established in western literature are to be entered under these forms with reference from the original.

Avicenna, with references from Abū 'Alī al-Ḥusain ibn 'Abd Allāh ibn Sīnā; al-Ḥusain ibn 'Abd Allāh ibn Sīnā, Abū 'Alī; Ibn Sīnā.
Confucius, with references from Kung-Kew; Kung Fu-tze.

See also example **Averroës** (exception to 52)

For transliteration of names of Oriental writers *see* Appendix 2, *also* Instruktionen, p. 50–55, Eclectic, 338–343.
For list of Oriental titles and occupations, with their signification, *see* Eclectic, p. 76–97.

EDITORS, ETC.

57 Editors, etc. The names of editors, translators, continuators, etc. are subject to the same rules as the names of authors. (Eclectic, 176)

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* Many will prefer to transpose the article and write it at the end. (*cf.* foot-note to 52)
† Library of Congress printed cards follow in the main the form of heading adopted in the catalogs of the British museum.

c) CORPORATE BODIES AS AUTHORS

GOVERNMENT PUBLICATIONS

Specification. Governments (states, provinces, municipalities, ecclesiastical, military, or judicial districts) are to be considered as authors of their official publications.

58 General rule. Enter under names of countries, states, cities, towns, etc.* official publications issued by them or under their auspices. The names of the departments, bureaus, etc. from which the publications emanate are to be given as subheadings.

Great Britain. *Parliament.*
Prussia. *Ministerium des innern.*
U. S. *Department of state.*

In the entry of government publications, use for a subheading the name of the office rather than the title of the officer, *e.g. Bureau of education,* not *Commissioner of education.* (Cutter, 53)

Make a general reference from the name of the head of a department to the name of the office.

Wilson, James, *see also* U. S. *Department of agriculture.*

Occasionally the title of the officer is the only name of the office. In that case it is to be adopted as subheading.

Illinois. *State entomologist.*

The name of the occupant of the office, preceded by the dates of his incumbency, may be added to such subheadings as *President, Governor, Mayor,* etc., in order to bring together the publications issued during a given administration.

U. S. *President,* 1789–1797 (*Washington*)

59 Bureaus or offices subordinate to a department. Enter government bureaus or offices subordinate to a department directly under the country, not as subheadings under the department.

U. S. *Bureau of insular affairs,* with references from
U. S. *Insular affairs, Bureau of.*
U. S. *War department. Bureau of insular affairs.*

U. S. *Hydrographic office,* with reference from
U. S. *Navy department. Hydrographic office.*

Italy. *Direzione generale dei telegrafi,* with references from
Italy. *Telegrafi, Direzione generale dei.*
Italy. *Ministero dei lavori pubblici. Direzione generale dei telegrafi.*
Italy. *Ministero delle poste e dei telegrafi. Direzione generale dei telegrafi.*

Prussia. *Statistisches landesamt,* with reference from
Prussia. *Ministerium des innern. Statistisches landesamt.*

The Publishing board and Library of Congress enter names of departments, bureaus, etc. in their direct form. Many libraries will prefer the inverted form, *e. g.* U. S. *Education, Bureau of;* Massachusetts. *Agriculture, State board of.* (*cf.* U. S. *Supt. of documents.* Author headings for U. S. public documents, 1903)

Still another form has been adopted in Bowker's "State publications," *viz.*

New Hampshire. [*Agriculture*] *Board of agriculture.*
Vermont. [*Insane*] *Supervisors of the insane.*

A fourth plan which offers advantages, particularly for a printed card catalog, is to print the distinctive word or words of the subheading in a special type (*e. g.* gothic) This affords

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* In the English form. *cf.* 130, Geographic headings.

a choice as to arrangement (under first word or under catchword) without requiring any changes in the heading.

U. S. *Bureau of* **education.**

Minor divisions and offices are usually to be subordinated to the bureaus or departments of which they form a part.

U. S. *Department of agriculture. Division of botany.*
U. S. *Bureau of animal industry. Dœiry division.*
U. S. *Library of Congress. Division of documents.*

60 Reports not by an official. Enter under the writer reports made to a department by a person who is not an official, with added entry under the name of the department.

This rule may be applied also in dealing with publications of private firms or companies, the main entry usually being made under the name of the firm when the compiler or editor is a regular official and the work of compilation or editing is a part of his official duties. On the other hand, main entry is made under the individual when it is known that the work is his own private publication. In either case, added entry or reference is made under the party not selected as main heading.

61 Collection or series of reports. Enter a collection or series of reports to a department, by different persons, under the department. If the importance or manner of publication of the single reports warrants it, make an added entry or analytical for each under the author's name, even if he is an official. No added entry need be made under the name of an official for a report of strictly administrative or routine character (*cf.* 58, ¶3)

U. S. *Geological survey.* ... Reconnaissances in the Cape Nome and Norton Bay regions, Alaska, in 1900, by Alfred H. Brooks, George B. Richardson, Arthur J. Collier and Walter C. Mendenhall.
Added entries: 1. **Brooks, Alfred Hulse.** 2. **Richardson, George Burr.** 3. **Collier, Arthur James.** 4. **Mendenhall, Walter Curran.**

62 Laws. Enter laws (including general collections, codes, laws on particular subjects, single acts, etc.) under the name of the country or state, with added entry under the name of the compiler or editor.

Headings are to follow the form prescribed in A. R. Hasse's "U. S. government publications," *e. g.* U. S. *Statutes,* rather than U. S. *Congress.**

U. S. *Statutes.* Revised statutes of the United States, passed at the first session of the Forty-third Congress, 1873–'74 ... Edited, printed, and published under the authority of an act of Congress, and under the direction of the secretary of state.

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* Library of Congress uses subheading *Laws, statutes, etc.*

Examples:
a) Collections:
Gt. Brit. *Laws, statutes, etc.*
b) Laws (single laws or collections) promulgated during a given reign:
Gt. Brit. *Laws, statutes, etc., 1837–1901 (Victoria)*
c) Single laws of the United States:
U. S. *Laws, statutes, etc., 1889–1890 (51st Cong., 1st sess.)*

Instead of adding to the heading for single laws the inclusive years of a reign, administration or session, libraries that prefer a strictly chronological arrangement should add the exact year of enactment.

A general reference should be made from the name of the legislative body, *e. g.* U. S. *Congress.* [Laws] *see* U. S. *Statutes.*

Cutter, 3d ed., 41, and Eclectic, 183–184, also enter acts, laws, etc. under country or state, but with the name of the legislative body as subdivision, *e. g.* U. S. *Congress;* Great Britain. *Parliament;* Massachusetts. *General court.*

The latter plan offers an alternative which may be preferred by those who object to the subdivisions suggested under the main rule on the ground that they introduce form or subject entries into the author catalog. Libraries which have extensive collections of laws, particularly of foreign laws, will, however, find it simpler to follow the main rule. Attempts to arrange all legislative enactments of a country under the name of the legislative body or the ruling power, the names of which are in some countries subject to frequent changes, are likely to prove perplexing and unsatisfactory.

Headings for city ordinances are to follow the form prescribed in A. R. Hasse's "U. S. government publications," *e. g.* Brooklyn. *Ordinances.*

63 Digests of laws, compilations, etc. When the original text of the laws digested or annotated has been quoted only in part, or in a fragmentary manner, or when the contribution of the digester or annotator forms the main feature of the book, enter under the digester with added entry or reference under the name of the country.

In doubtful cases enter as in 62, *viz.* main entry under country, added entry under digester or annotator.

Manresa y Navarro, José Maria. Comentarios al Código civil español, por D. José María Manresa y Navarro ... con la colaboracíon de varios jurisconsultos ...
Added entry: **Spain.** *Statutes.*

64 Law reports. Enter reports of a single court under its name with added entry under the name of the reporter, editor, or collector, as the case may be.

The form of heading is to be:

1 Name of country, state, or province (city or town in the case of local courts)
2 Name of court.

New York (*State*) *Court of appeals.* Transcript appeals ... The file of opinions in cases argued before the Court of appeals of the state of New York, during the January term, 1867 [–June term, 1868] From official copies certified by Joel Tiffany, state reporter.
Added entry: **Tiffany, Joel.**

Great Britain. *Court for the consideration of crown cases reserved.* Crown cases reserved for consideration; and decided by the twelve judges of England, from the year 1799 to the year 1824. By William Oldnall Russell and Edward Ryan ...
Added entries: 1. **Russell,** *Sir* **William Oldnall.** 2. **Ryan,** *Sir* **Edward.**

65 Digests of reports. Enter digests of reports under the digester; if anonymous, under the title. Make added entry under the name of the court or judge whenever the digest is limited to the reports of a particular court, and under the title of the collection or set of reports digested, provided it is frequently referred to by its title.

Morrison, Robert Stewart. Colorado digest; containing the decisions of the Supreme court, Court of appeals and federal courts of the state as reported in volumes 1–25 Colorado reports, 1–13 Court of appeals reports the contemporaneous Pacific reporters, 1–100 Federal reporters, 101–178 U S. reports and local reports, with table of cases digested, with their citations, and table of overruled cases, by R. S. Morrison ...

66 Opinions, decisions, charges. Enter a single opinion, decision, or charge under the name of the court, with added entries under the name of the judge, parties to the suit, or other headings, as the case may require (*cf.* note on added entries under 132, Civil actions)

U. S. *Circuit court* (*1st circuit*) The opinion of Judge Story in the case of William Allen vs. Joseph McKeen, treasurer of Bowdoin college, decided in the Circuit court of the United States, at the May term at Portland, 1833.
Added entries: 1. **Story, Joseph.** 2. **Allen, William.** 3. **McKeen, Joseph.** 4. **Bowdoin college.**

U. S. *Circuit court* (*8th circuit*) ... Decision of John F. Philips, judge, in Temple lot case. The Reorganized church of Jesus Christ of Latter day saints versus the Church of Christ, et al.
Added entries: 1. **Philips, John F.** 2. **Reorganized church of Jesus Christ of Latter day saints.** 3. **Independence, Mo. Church of Christ.**

67 Pleas. Enter a plea printed separately under the lawyer who makes it

Whiting, William. Argument of William Whiting, esq., in the case of Ross Winans v. Orsanus Eaton et al., for an alleged infringement of his patent for the eight-wheel railroad car. Before Hon. Samuel Nelson, justice of the United States Circuit court for the northern district of New York. Phonographically reported by Arthur Cannon ...
Added entries: 1. **Winans, Ross.** 2. **Eaton, Orsanus.**

68 Constitutions. Enter constitutions under the name of the country or state with subheading *Constitution.**

U. S. *Constitution.*
Switzerland. *Constitution.*

Arrange by date of publication (imprint date) except in the case of reprints of particular issues, which are to be arranged under date of the original issue, subarranged by imprint dates.

69 Constitutional conventions. Enter constitutional conventions under the name of the state with subheading *Constitutional convention*, followed by the date.

New Hampshire. *Constitutional convention*, 1902.

70 Charters. Enter charters under the name of the country, state, city, or corporate body for whose benefit they are granted, with subheading *Charters*, and make added entry under the name of the sovereign power granting them.

Baltimore. *Charters.* The new charter of Baltimore city. Published under resolution of the City council of Baltimore city, adopted April 25, 1898.
Added entry: **Maryland.** *Statutes.*

71 Treaties.

1 *Single treaties.* Enter treaties under the party named first on the title-page, with subheading *Treaties*, and make added entry under the other party or parties. Refer from the name of the place when the treaty is commonly called by that name,† and from any other usual appellation.

Great Britain. *Treaties*, 1763. The definitive treaty of peace and friendship, between His Britannick Majesty, the Most Christian King, and the King of Spain. Concluded at Paris, the 10th day of February, 1763. To which, the King of Portugal acceded on the same day. Published by authority.
Added entries: 1. **France.** *Treaties.* 2. **Spain.** *Treaties.* 3. **Portugal.** *Treaties.*
Refer from Paris, Treaty of, 1763.

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* Library of Congress gives subheading in the vernacular, *e.g.* Switzerland. *Bundesverfassung.*

† In a dictionary catalog a form or subject entry usually takes the place of a reference.

In order to secure a chronological arrangement of the single treaties under a particular country, the date of each treaty is to be added to the subheading. (*See also* Library of Congress supplementary rule 8, below)

2 *Collections.* Enter collections of treaties of several countries under the compiler. (*cf.* 126)

Rockhill, William Woodville, *ed.* Treaties and conventions with or concerning China and Korea, 1894-1904, together with various state papers and documents affecting foreign interests. Ed. by William Woodville Rockhill ...
Added entries: 1. **China.** *Treaties.* 2. **Korea.** *Treaties.* 3. **U. S.** *Treaties.*

3 *Collections* of the treaties of a particular country with one or more other countries are to be entered under the name of the country which is a party to all the treaties, even though it is not the one mentioned first on the title-page.

U. S. *Treaties.* ... Compilation of treaties in force. Prepared under resolution of the Senate, of February 11, 1904.
Prepared under the direction of the Committee on foreign relations, United States Senate, by William M. Malloy.
Added entries: 1. **U. S.** *Congress. Senate. Committee on foreign relations.* 2. **Malloy, William M.,** *comp.*

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 8

Treaties, and negotiations with foreign powers

Enter treaties under the party named first on the title-page, with subheading *Treaties, etc.*, and make added entry under the other party or parties. Refer from the name of the place when the treaty is commonly called by that name, and from any other usual appellation.

Added entries are to be made, when necessary, for the countries, with subheadings: *Dept. of state; Foreign office; Ministère des affaires étrangères,* etc.; and for editors, compilers, translators, etc.

The entries under the different countries are to be arranged in two general groups: 1. Collections. 2. Chronological series. (*cf.* British museum Catalogue — England, col. 297-343)

1 **France.** *Treaties, etc.*
2 **France.** *Treaties, etc., 1380-1422 (Charles VI)*

SOCIETIES

Specification. This includes associations and societies of all kinds, scientific, benevolent, moral, etc., even when strictly local or named from a country, state, county, or province, also clubs, gilds, orders of knighthood, secret societies, intercollegiate societies, Greek letter fraternities, Young men's and Young women's Christian associations, affiliated societies, political parties, religious sects, etc., as distinguished from institutions (establishments) *See also* specification for institutions, preceding rule 82.

72 General rule. Enter a society under the first word (not an article) of its corporate name, with reference from any other name by which it is known, especially from the name of the place where its headquarters are established.*

Botanical society of Edinburgh, with reference from
Edinburgh. Botanical society.

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* *Alternative:* Enter all societies whose names include that of some locality indicating the home of the society or the territorial limits of its researches, or both, under the name of that locality. Societies whose names do not include that of some locality are to be entered under their names.

Entomological society of New South Wales, *Sydney*, with references from New South Wales. Entomological society.
Sydney. Entomological society of New South Wales.
Geographische gesellschaft in Hamburg, with reference from Hamburg. Geographische gesellschaft.
Académie royale des sciences, des lettres et des beaux-arts de Belgique, *Brussels*, with reference from Brussels. Académie royale des sciences, des lettres et des beaux-arts de Belgique.
Academy of natural sciences of Philadelphia, with reference from Philadelphia. Academy of natural sciences.

American state historical, agricultural, and medical societies,* and benevolent, moral, and similar societies, purely local, for which entry under the place is prescribed in both Cutter and the A. L. A. Rules, Advance ed., are not considered sufficiently distinct or well-defined to warrant their exception from the general rule. For libraries which prefer to continue the practice of entering them under the place, the following alternatives may be suggested:

a) American state societies.
1 Enter American state historical, agricultural, and medical societies, whether supported by the state or not, under the name of the state. (*cf.* Cutter, 80. A. L. A. Rules, Advance ed., 28)
2 Enter all American state societies (historical, agricultural, medical, horticultural, entomological, etc.) whether supported by the state or not, under the name of the state.

b) Benevolent or moral societies, purely local.
1 Enter benevolent, moral, and similar societies, purely local, under the name of the place.
2 Enter benevolent, moral, and similar local societies of the place in which the library itself is located under their names, similar societies in other places under the name of the place.

Exceptions, variations, and further specifications

73 International societies. Enter societies extending through many lands, or having authorized names in many languages, under the English form if it is used officially; otherwise under that official form of the name which occurs most frequently.

International maritime association, with reference from Association internationale de la marine.
International council for the study of the sea, with references from Conseil permanent international pour l'exploration de la mer; Central-ausschuss für die internationale meeresforschung.
Internationale erdmessung, with references from Association géodésique internationale; International geodetical association.
Comité international des poids et mesures, with reference from International commission of weights and measures.
Red cross (for general works)
Red cross. *U. S. American national Red cross*, with reference from American national Red cross.
Red cross. *Netherlands. Vereeniging tot het verleenen van hulp aan zieke en gewonde krijgslieden in tijd van oorlog*, with reference from Vereeniging [etc.]

74 Orders of knighthood, secret orders, etc. Enter orders of knighthood, both those of medieval and modern times, also secret orders and other similar organizations, under their names, but enter the American Knights templars and other regular masonic bodies under the heading Freemasons.

1 Medieval orders (usually to be entered under an English form of the name) —
Knights of Malta, with references from Knights hospitalers of St. John of Jerusalem; Hospitalers of St. John of Jerusalem, *etc.*

* Library of Congress enters American state historical and agricultural societies under the state.

Teutonic knights, with references from Deutscher orden; Deutsche ritter; Order der Ritter des hospitales St. Marien in Jerusalem, *etc.*

Templars, with reference from Knights templars (*Monastic and military order*)

2 Modern orders —

Order of the Garter, Knights of Pythias, with references under the significant words of the name.

3 Masonic bodies —

Freemasons. *Knights templars*, with references from Knights templars (*Masonic order*): Templars (*Masonic order*)

75 Alumni associations. Enter alumni associations under the name of the school or college.

Yale university. Society of alumni, with reference from Society of alumni of Yale university.

Pennsylvania college, Gettysburg. Alumni association, with reference from Alumni association of Pennsylvania college.

Smith college. Alumnae association, with reference from Alumnae association of Smith college.

Paris. École des chartes. Société de l'École des chartes, with reference from Société de l'École des chartes.

76 Local college or university societies. Enter local college societies under the name of the college.

Columbia university. Philolexian society, with reference from Philolexian society, Columbia university.

77 Gilds. Enter gilds under the name of the city, with the name of the company as subheading.

London. Merchant tailors' company, with reference from Merchant tailors' company, *London.*

Dunfermline, Scot. Weavers' incorporation, with reference from Weavers' incorporation, *Dunfermline.*

Sheffield, Eng. Cutlers' company, with reference from Cutlers' company, *Sheffield.*

78 Learned academies whose names begin with K. K., R., I., etc. Enter learned academies under the first word not an article or an adjective expressing royal privilege, etc. (K. K., R., I., etc.) Abbreviate at the beginning of the names the words Kaiserlich, Königlich, Reale, Imperiale, etc., except where these adjectives form the distinguishing part of the name, and disregard the abbreviations in the arrangement.

The words *Royal*, *Imperial*, etc. in the names of English societies are not to be abbreviated nor disregarded in arrangement.

K. Akademie der wissenschaften, *Berlin*, with references from
Königliche akademie der wissenschaften, *Berlin.*
Berlin. K. Akademie der wissenschaften.

K. K. Geographische gesellschaft in Wien, with references from
Kaiserlich königliche geographische gesellschaft in Wien.
Vienna. K. K. Geographische gesellschaft.

I. R. Accademia di scienze, lettere ed arti degli agiati in Rovereto, with references from
Imperiale regia accademia di scienze, lettere ed arti degli agiati in Rovereto.
I. Regia accademia di scienze, lettere ed arti degli agiati in Rovereto.
Rovereto. I. R. Accademia di scienze, lettere ed arti degli agiati.

Royal society of Edinburgh, with reference from
Edinburgh. Royal society.

Imperial institute of the United Kingdom, the colonies, and India, *London*, with reference from
London. Imperial institute of the United Kingdom, the colonies, and India.

79 Affiliated societies. Enter local branches of affiliated societies under the name of the general organization when this forms part of the name of the local society. On the other hand, local branches having individual names which do not include the name of the general organization are to be entered as independent bodies according to the regular rule for societies (72) In the latter case, make a reference from the name of the general organization.

Archaeological institute of America. *Washington society*, with references from Archaeological society of Washington; Washington society of the Archaeological institute of America.

Daughters of the American revolution. *Massachusetts. Col. Timothy Bigelow chapter, Worcester.*
but

Norumbega women's club, *Charlestown, Mass.* (*not* General federation of women's clubs. *Norumbega women's club, Charlestown, Mass.*)

80 Religious denominations, orders. Enter the official publications of a religious denomination or order, *i. e.* confessions of faith, creeds, catechisms, liturgies, breviaries, missals, hours, offices, prayer-books, etc. under the name of the denomination or order. (Eclectic, 195. Cutter, 59. *cf. also* rule 105, Conventions, conferences)

Church of England. *Book of common prayer.*
Roman Catholic church. *Liturgy and ritual. Breviary.*

81 Political parties. Enter official publications (platforms, proceedings, manifestoes, campaign books, etc.) of political parties under the name of the party. (Eclectic, 195. Cutter, 59. *cf. also* rule 105, Conventions, conferences)

Democratic party. *National convention. Chicago,* 1884. Official proceedings of the National Democratic convention held in Chicago, Ill., July 8th, 9th, 10th and 11th, 1884 ...

Republican party. *New York (State) 6th congressional district.* Proceedings of the Republican and Union convention for the Sixth congressional district, held at Bleecker buildings, Oct. 14, 1862 ...

The publications of the Republican and Democratic congressional committees are to be entered under the names of these committees, not under the parties.

Republican congressional committee, 1901–1903.

INSTITUTIONS (ESTABLISHMENTS)

Specification. This includes colleges, universities, schools, libraries, mercantile libraries, museums, galleries, observatories, laboratories, churches, monasteries, convents, hospitals, asylums, prisons, theaters, chambers of commerce, botanical and zoological gardens, buildings, etc.

82 General rule. Enter an institution under the name of the place in which it is located.

New York (City) Metropolitan museum of art, with reference from Metropolitan museum of art, *New York.*

Boston. Public library.

London. Chamber of commerce.

Philadelphia. Children's hospital, with reference from Children's hospital of Philadelphia.

Washington, D. C. Freedmen's hospital, with reference from Freedmen's hospital, *Washington.*

Paris. Musée national du Louvre, with references from Musée national du Louvre, *Paris;* Louvre, Musée national du, *Paris.*

*Exceptions, and special rules for particular classes of institutions**

83 Institutions whose names begin with a proper noun or adjective. Enter an institution whose name begins with a proper noun or adjective † under the first word of its name, and refer from the name of the place where it is located.

Harvard university.
Corcoran art gallery, *Washington.*
Enoch Pratt free library, *Baltimore.*
John Crerar library, *Chicago.*
A. K. Smiley public library, *Redlands, Cal.*
Smithsonian institution.
Boston athenæum.
Victoria and Albert museum, *South Kensington.*

Two modifications of this rule have been suggested:
1 To extend the rule to include all institutions whose names are *distinctive.*
2 To limit the scope of the rule by making it apply only to institutions of the British empire and the United States; foreign institutions would therefore be entered under the place even if their names begin with a proper noun or adjective.

84 Colleges or professional schools of a university. Enter the colleges of a British university and the professional schools which form an integral part of an American university under the name of the university, with the name of the college or school as subheading. Refer from the name of the college or school.

Oxford. University. *Balliol college.*
Yale university. *Sheffield scientific school.*
St. Andrews university. *University college, Dundee.*
Cornell university. *Sibley college of mechanical engineering and the mechanic arts.*

Professional schools whose names begin with a proper noun or adjective may be entered under their own names, particularly if they are situated at a distance from the university of which they form a part, have merely a nominal connection with it, or for other reasons are unlikely to be looked for under its name. Cases in point are some of the American schools which, originally independent, have later affiliated with or become departments of a university.

St. Ignatius college, *Chicago,* with reference from St. Louis university.
Massachusetts. Agricultural college, *Amherst,* with reference from Boston university. *College of agriculture.*

85 College or university institutions. Enter college and university libraries, museums, laboratories, observatories, hospitals, shops, and similar institutions under the name of the college or university.

Berlin. Universität. *Physikalisches institut.*
Paris. École supérieure des mines. *Bibliothèque.*
Columbia university. *Observatory.*
Harvard university. *Peabody museum of American archaeology and ethnology.*
Chicago university. *Hull physiological laboratory.*

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* While some of the special rules which follow are inconsistent with the principle laid down in rule 83, it has nevertheless seemed best to enter certain classes of institutions (*e.g.* churches, monasteries, observatories, public schools, Carnegie libraries, etc.) under place, in conformity with the general rule (82) even though their names begin with a proper noun or adjective.
Exceptions to both 82 and 83 are recommended in certain cases, where the affiliation of one institution with another is of such a nature that entry under the general institution is clearly to be preferred either to entry under the name of the subordinate institution or under the place where it is located. *cf.* 84, 85, 89b, 94, 95.

† Library of Congress enters a foreign institution whose name begins with a national adjective under the name of the place where it is located.

86 Public schools. Enter all schools supported by taxation under the name of the place and refer from the name of the school.

New York (City) Morris high school, with reference from Morris high school, *New York.*

Minneapolis. Lincoln school, with reference from Lincoln school, *Minneapolis.*

Paris. Lycée Janson-de-Sailly, with references from Lycée Janson-de-Sailly, *Paris;* Janson-de-Sailly, Lycée, *Paris.*

Leipzig. Thomasschule, with reference from Thomasschule, *Leipzig.*

Edinburgh. Sciennes school, with reference from Sciennes school, *Edinburgh.*

87 Private schools.

a) Enter American and British private schools under the name when this begins with a proper noun or adjective, otherwise under the place.

Balliol school, *Utica, N. Y.*

Copeland school, *Saratoga Springs, N. Y.*
but

Washington, D. C. Cathedral school, with reference from Cathedral school, *Washington.*

When a school is known only by the name of the proprietor, enter under his name.

Chesborough, A. J., school.

b) Enter foreign private schools under the place where located, with reference from the name of the school or the proprietor.

Christiania. Nissens skole, with reference from Nissens skole, *Christiania.*
Milan. Istituto privato Robiati, with reference from Robiati, Ambrogio.

88 Indian schools (U. S.)* Enter Indian schools of the U. S. Indian service and denominational and private schools which receive government support, under the name of the place where located. Refer from the name of the school. (For information and lists of schools *cf.* reports of the commissioner of Indian affairs)

Carlisle, Pa. Indian industrial school.
Hampton, Va. Normal and agricultural institute.
Pipestone, Minn. Indian training school.
Phoenix, Ariz. United States industrial school.
Morris, Minn. Indian school.

Private Indian schools not a part of the U. S. Indian service and not receiving government support are to be entered according to the general rule for Private schools (87)

89 Private collections.

a) Enter catalogs, lists, etc. of private collections (libraries, art galleries, numismatic cabinets, stamp collections, etc.) under the name of the owner of the collection, with added entry under the name of the author (compiler) of the work, and under place when known also by the latter.

Walters, William Thompson. Oriental collection of W. T. Walters, 65 Mt. Vernon place, Baltimore.

Brinley, George. Catalogue of the American library of the late George Brinley. [By Dr. James Hammond Trumbull]
Added entry: **Trumbull, James Hammond.**

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* Library of Congress supplementary rule 15.

b) When a private collection has passed into the possession of some institution, society, or other body, entry for all subsequent publications is to be made under the name of that body, with references from the name of the collection and the original collector. Publications issued before the change of ownership are to have added entry under the name of the institution or other body into whose possession the collection has passed.

Boston. Public library. *Prince collection,* with references from Prince collection, Boston public library; Prince, Thomas.

Victoria and Albert museum, *South Kensington. Dyce collection,* with references from Dyce collection, Victoria and Albert museum; Dyce, Alexander.

90 National institutions. National institutions (often designated as Imperial, Royal, National, and the like) which include in their names the name of the country, and therefore tend to become better known by the name of the country than by that of the city or town where they are located, are to be entered under the name of the country. The name of the city or town is to be added in the heading. In doubtful cases enter under the city or town.

Peru. Biblioteca nacional, *Lima,* with reference from Lima. Biblioteca nacional del Perú.

Victoria, Australia. Public library, museums and national gallery, *Melbourne,* with reference from Melbourne. Public library, museums and national gallery of Victoria.

New South Wales. Public library, *Sydney,* with reference from Sydney. Public library of New South Wales.

91 American state institutions. Enter American state institutions (universities, libraries, etc.) under the name of the state.

Indiana university.

California. University, with reference from University of California.

Massachusetts. State library, with reference from State library of Massachusetts.

Illinois. Asylum for feeble-minded children, *Lincoln.*

There are certain institutions which, although not strictly official, *i. e.* maintained and controlled by the state, are, on account of their names, most frequently looked for under the name of the state. These may best be entered according to the above rule.

Pennsylvania. University, with reference from University of Pennsylvania.

92 Agricultural experiment stations (U. S.)* Enter agricultural experiment stations of the United States under the name of the state or territory in which they are organized. Include in the heading the name of the place where the station is located. Refer from the university or college of which the station may form a department, from the name of the station, if it is at all distinctive, and from the name of the place where it is located.

New York (State) Agricultural experiment station, *Geneva,* with reference from Geneva, N. Y. Agricultural experiment station.

New York (State) Agricultural experiment station, *Ithaca,* with references from Cornell university. Agricultural experiment station; Ithaca, N. Y. Agricultural experiment station.

Porto Rico. Agricultural experiment station, *Mayaguez,* with reference from Mayaguez, Porto Rico. Agricultural experiment station.

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* Library of Congress supplementary rule 21.

93 Universities, galleries, etc. called Imperial, Royal, etc. Enter universities, galleries, etc. called Imperial, Royal, National, and the like, under the name of the place where located. The adjective denoting royal privilege, etc. is to be abbreviated and disregarded in arrangement, except in English names (*cf.* 78, Learned academies)

Florence. R. Galleria degli Uffizi, with references from Reale galleria degli Uffizi, *Florence;* Uffizi, R. Galleria degli, *Florence.*

London. National gallery, with reference from National gallery, *London.*

The full corporate names of the universities of continental Europe are little used even in official literature, and are hence practically unknown. Entry is therefore made under the place followed by the simple form of name in current use.

Christiania. Universitet, with reference from Kongelige Frederiks universitet, *Christiania.*

Heidelberg. Universität, with reference from Grossherzogliche Ruprecht-Karls universität zu Heidelberg.

Kiev. Universitet, with reference from Imperatorskiĭ universitet Sv͡iatago Vladimira.

94 Observatories. Enter observatories under the name of the place unless they form a part of a university, college, or other institution, in which case they are to be treated according to 85.

Greenwich, Eng. Royal observatory, with reference from Royal observatory, *Greenwich.*

Paris, Observatoire, with references from Observatoire de Paris; Observatoire royal de Paris; Observatoire impérial de Paris.

Kalocsa, Hungary. Haynald observatorium, with reference from Haynald observatorium, *Kalocsa, Hungary.*

but

Wisconsin. University. *Washburn observatory,* with references from Washburn observatory, *Madison, Wis.;* Madison, Wis. Washburn observatory.

Michigan. University. *Detroit observatory,* with references from Detroit observatory, *Ann Arbor, Mich.;* Ann Arbor, Mich. Detroit observatory; Observatory of the University of Michigan.

Carnegie institution, *Washington. Solar observatory, Mt. Wilson, Cal.,* with references from Solar observatory, *Mt. Wilson, Cal.;* Wilson, Mt. ,Cal. Solar observatory.

A specific exception may be permitted in favor of entry under the name in case the observatory is much more likely to be looked for under its own name than under that of the place or of the institution of which it forms a part.

Lick observatory, with reference from California. University. *Lick observatory.*

Allegheny observatory, with reference from Allegheny, Pa. Western university of Pennsylvania. *Allegheny observatory.*

95 Botanical and zoological gardens. Enter botanical and zoological gardens under the name of the place where located, with the following exceptions:

1 When distinctly a part of some university or school enter under the name of the university or school.

2 When owned or controlled by a society and constantly referred to by its name, enter under the society.

3 When the property of an individual, enter under his name.

Botanical and zoological gardens whose names are preceded by the titular designations Imperial, Royal, National, etc. are to be entered according to this rule, even when supported wholly or in part by public funds.

General rule —

Cincinnati. Zoological garden.

Brussels. Jardin botanique.

Kew. Royal gardens.

Exception 1 —
Cambridge. University. *Botanic garden.*
Münden. K. Preussische forstakademie. *Botanischer garten.*

Exception 2 —
Royal society of Tasmania, *Hobart. Gardens.*
Zoological society of Philadelphia. *Garden.*
Zoological society of London. *Gardens.*

Exception 3 —
Aksakov botanic garden.

96 Churches. Enter all churches under the name of the place.

London. St. Paul's cathedral, with reference from St. Paul's cathedral, *London.*
Paris. Notre-Dame, with reference from Notre-Dame de Paris.
Boston. Trinity church, with reference from Trinity church, *Boston.*

97 Monasteries, abbeys, convents, etc.*

1 Enter monasteries, abbeys, convents, priories, etc. which are located in a city or town, under the name of the place, and refer from the name of the institution.

Angers, France. Saint-Aubin (*Benedictine abbey*)
Kérity, France. Beauport (*Premonstratensian monastery*)
Vienna. U[nsere] L[iebe] F[rau] zu den Schotten (*Benedictine abbey*)

2 When a village or town has grown up around a monastic institution and bears the same name, the entry is to take the following form:

Fulda, *Ger.* (*Benedictine monastery*)
Einsiedeln, *Switzerland* (*Benedictine monastery*)
St. Gall, *Switzerland* (*Benedictine monastery*)
Gorze, *Alsace-Lorraine* (*Benedictine abbey*)
Clairmarais, *France* (*Cistercian abbey*)

As distinct from —
Fulda, *Ger.* (*City*)
Einsiedeln, *Switzerland* (*City*)
St. Gall, *Switzerland* (*Canton*)
St. Gall, *Switzerland* (*City*)
etc., etc.

3 A monastery or other monastic institution not located in a city, town, or village is to be entered under its own name.

Grande-Chartreuse (*Monastery*)
Monte Cassino (*Benedictine monastery*)

4 Enter British abbeys, priories, etc. as follows:

Bury St. Edmunds (*Abbey*)
Ely monastery.
Tintern abbey.

98 National banks. Enter national banks designated merely by number under the name of the place.

Philadelphia. First national bank.

Enter other banking institutions under firm, association, or corporate name. (*cf.* 109, Firms)

Bank of England.
Suffolk bank, *Boston.*

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* Library of Congress supplementary rule 14.

99 Carnegie and similar public libraries. Enter Carnegie, Passmore-Edwards, and similar public libraries under the name of the place, and refer from the name of the library.

Pittsburg. Carnegie library.

The reason for this exception to an exception (*cf.* 83) is that the Carnegie and to a less extent the Passmore-Edwards and similar libraries, because of their number as well as the nature of their grants and endowments, tend to become much better known, at least outside of their own immediate neighborhood, by the name of the city in which they are located, than by their own names. Where only the building is a private donation, the library being otherwise endowed and supported by public taxation, the presumption is particularly strong in favor of entry under the place.

MISCELLANEOUS BODIES OR ORGANIZATIONS NOT PROVIDED FOR IN RULES 58–99

Specification. This includes conferences, congresses, exhibitions, and other occasional meetings, firms and other business concerns, committees and classes of citizens not belonging to any body or organization, ecclesiastical councils, foundations and endowments, expeditions, etc.

100 Diplomatic congresses. Enter diplomatic congresses under the name of the place of meeting, with reference from any name by which they are popularly known.

Rastatt, Congress of, 1797–1799.
Vienna, Congress of, 1814–1815.
Verona, Congress of, 1822.
Paris, Congress of, 1857.
Berlin, Congress of, 1878.
The Hague. International peace conference, 1899.
Algeciras. International conference on Moroccan affairs, 1906.

101 International meetings. Enter international meetings, conferences, and congresses, of private persons, under their English names provided their publications have appeared in English or that language is specified as one of the official languages of the conference. In other cases enter under the name in the language in which most of the publications have appeared, or when this cannot be ascertained, under the name by which the conference is best known.

International congress of Orientalists, with references from Orientalists, International congress of; Congrès international des orientalistes; Internationaler orientalisten congress, etc., etc.

102 Exhibitions, etc. Enter general exhibitions, fairs, bazaars, etc. under the name of the place where they are held, and refer from the official title and any other names by which the exhibition is generally known.

Philadelphia. Centennial exhibition, 1876.
New Orleans. World's industrial and cotton centennial exhibition, 1884–1885.
Chicago. World's Columbian exposition, 1893.
Buffalo. Pan-American exposition, 1901.
London. Franco-British exhibition, 1908.

This rule applies to the official publications of an exhibition. Catalogs or descriptions of exhibits and other material published by commissions from the contributing countries, business firms, or other contributors, are to be entered under the bodies or persons issuing them.

U. S. *Board of management of government exhibit, Tennessee centennial exposition,* 1897. ... Report on the United States government exhibit at the Tennessee centennial exposition, Nashville, 1897.

103 Exhibitions held by societies or other bodies. Exhibitions, fairs, bazaars, etc., held by or under the auspices of some society or institution or in connection with an international or other congress, especially when they are numbered and occur at more or less regular intervals in different places, are to be entered under the name of the body or congress, with reference from the name of the place, and from the name of the exhibition when this is at all distinctive.

Grolier club, *New York.* Catalogue of an exhibition of French engravings of the eighteenth century ... exhibited at the Grolier club ... MDCCCCV.

Franklin institute, *Philadelphia.* Report of the ... exhibition of American manufactures, held in the city of Philadelphia ... by the Franklin institute ...

California state agricultural society. *Annual fair. 3d, San José,* 1856. Official report ...

(With reference from San José, Cal. California state agricultural society's third annual fair, 1856)

California state agricultural society. *Annual fair. 4th, Stockton,* 1857. Official report ...

(With reference from Stockton, Cal. California state agricultural society's fourth annual fair, 1857)

104 Ecclesiastical councils. Enter ecclesiastical councils of the Catholic church, both general and special, under the name of the place of meeting. Treat in like manner councils, conferences, and synods of other religious bodies, provided the official representation is not limited to one denomination or sect. In the latter case, enter according to rule 105.

Nicaea, Council of, 325.
Ephesus, Council of, 481.
Trent, Council of, 1545–1563.
Dort, Synod of, 1618–1619.

Enter Lateran councils, Vatican council, under Lateran, Vatican, *not* under Rome.

105 Conventions, conferences.

1 Enter conventions, conferences, and assemblies of societies, political parties, religious denominations, etc. under the names of these bodies. (*cf. also* 80, Religious denominations, orders, *and* 81, Political parties)

International co-operative alliance. *2d congress, Paris,* 1896.
Presbyterian church in the U. S. A. *General assembly.*

2 Enter conventions and conferences of bodies which have no existence beyond the convention under the name of the convention. If no name can be found, enter under the place of meeting and supply a name descriptive of the character of the convention.

International congress of arts and science, *St. Louis,* 1904.
but
Syracuse, N. Y. Convention of mechanics and others, 1850.
Boston. Woman's rights meeting, 1859.

(*cf.* 69, Constitutional conventions)

106 Committees and meetings of citizens. Enter reports of meetings or committees of citizens not belonging to any named body or class and having no definite name, under the name of the place with subheading Citizens. Make reference or added entry under the name of the chairman or first signer.

New York (City) Citizens. Proceedings at the mass meeting of citizens in the Cooper institute, New York ... March 24, 1874, on national finances ...

107 Classes of citizens. Enter anonymous publications of any class of citizens (not organized) under the name of the place with the name of the class as subheading.

Baltimore. Merchants.
Washington, D. C. Bench and bar.

108 Boards, trustees, etc. Enter bodies whose legal names begin with such words as Board, Corporation, Trustees, under the names of the institutions or bodies over which they exercise supervision.

Smithsonian institution. *Board of regents.*
Harvard university. *Board of overseers.*
British museum. *Trustees.*

109 Firms.* Enter firms under surnames rather than forenames, giving forenames or initials according to the usage of the firm.

Ward, Montgomery, & co., with reference from Montgomery Ward & co.
Appleton, D., & co., *not* Appleton, Daniel, & co.

In dealing with a large number of entries, where slight changes in the name are frequent, the following form of heading may prove serviceable:

Scribner, *firm, publishers, New York.*
(1847. *Baker and Scribner*)
The date in the second line is the date of publication of the book cataloged.

110 Foundations, endowments, funds. Enter foundations and endowments, funds, etc. under their names.

Carnegie institution, *Washington.*
Egypt exploration fund.
Nobelstiftelsen, *Stockholm.*
Carlsbergfondet, *Copenhagen.*
Teyler's stichting, *Haarlem.*

Endowments and special funds of institutions (universities, colleges, etc.) are usually to be entered under the institution, with a reference from the name of the fund.

Michigan. University. *Harris memorial trust,* with reference from Harris memorial trust.
Smithsonian institution. *Hodgkins fund,* with reference from Hodgkins fund.

111 Exploring expeditions.

a) Enter under their authors or compilers accounts or publications of results of exploring expeditions, when the work is clearly the production of a single person or of two or more persons working in conjunction.

Wilkes, Charles. Narrative of the United States exploring expedition during the years 1838–1842. By Charles Wilkes.

Grenard, Fernand. Mission Dutreuil de Rhins dans la haute Asie. Le Tibet; le pays et les habitants, par F. Grenard ...
(Dutreuil de Rhins directed the expedition, but died while it was in progress)

Hooker, *Sir* **William Jackson.** The botany of Capt. Beechey's voyage; comprising an account of the plants collected by Messrs. Lay and Collie, and other officers of the expedition ... performed in H. M. S. Blossom, under the command of Capt. F. W. Beechey. By Sir W. J. Hooker and G. A. Walker Arnott ...

b) Enter accounts and publications of results of exploring expeditions, when consisting of contributions by several persons, under one of the headings named below. In choice of heading be governed by the way in which the expedition is

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* *cf.* 60, note.

generally designated, or by the prominence given on the title-page to any one of the suggested headings. In cases of doubt the order given below is to be the order of preference.

1 The official name of the expedition. The date of the expedition is to be added in the heading.

Expédition antarctique belge, 1897–1899. Résultats du voyage du S. Y. Belgica en 1897–99 sous le commandement de A. de Gerlache de Gomery; rapports scientifiques.

2 The society, institution, government department, or individual person who assumes the responsibility of the expedition and the publication of the results.

Gesellschaft für erdkunde zu Berlin. Grönland-expedition der Gesellschaft für erdkunde zu Berlin, 1891–1893. Unter leitung von Erich von Drygalski.

Albert I, *prince of Monaco.* Résultats des campagnes scientifiques accomplies sur son yacht par le prince Albert Ier prince de Monaco. Publiés sous sa direction avec le concours de M. le baron Jules de Guerne.

3 The commander of the expedition, especially when he edits the results.

Beechey, Frederic William. The zoology of Captain Beechey's voyage; comp. from the collections and notes made by Capt. Beechey, the officers and naturalist of the expedition ... performed in H. M. S. Blossom under command of Capt. F. W. Beechey, 1825–28, by eight [persons]

4 The name of the vessel or of the vessels if not more than two participate.* The date of the expedition is to be added in the heading.

Adventure *and* **Beagle,** *H. M. SS.* (1826–1836) Narrative of the surveying voyages of His Majesty's ships Adventure and Beagle between the years 1826 and 1836 ...

5 The editor of the results.

Adams, Arthur, *ed.* The zoology of the voyage of H. M. S. Samarang under command of Sir Edw. Belcher, 1843–6 [by four persons]

6 The first word of the title.

Exploration scientifique de l'Algérie pendant les années 1840, 1841, 1842 ...

In all cases refer freely from government departments, names of vessels, commanders, societies, editors, etc. (*cf.* note under 169)

(Eclectic, 153–161)

d) TITLE ENTRY

112 Anonymous. Enter anonymous works under the name of the author when known, otherwise under the first word of the title not an article. Make added entries for titles of all anonymous works whose authors are known; when the work relates to a particular person or place make added entry also under this name.† (*cf. also* 22:2)

[**Wright,** *Mrs.* **Mabel (Osgood)**] The garden of a commuter's wife, recorded by the gardener ...

[**Arnim, Mary Annette (Beauchamp)** *gräfin* **von**] Elizabeth and her German garden ...

The **Ordeal** of Elizabeth.

The **Creed** of Christ.

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* Library of Congress enters under first-named vessel with added entry under the other.
† In a dictionary catalog this is usually the subject entry.

113 **Anonymous** — *Change of title in successive volumes.* When the title of an anonymous work in several volumes changes in the later volumes, enter under the first title unless a majority of the volumes are issued under the later title and the work for this or some other reason is decidedly better known by this title. In either case refer from the title not chosen.

114 **Anonymous** — *By the author of ...* When an anonymous work of undiscovered authorship bears on its title-page such a phrase as "by the author of," enter it under its title with an added entry under the title quoted, followed by the words "Author of." If different titles are thus used by an author at various times, make the added entry under the title most frequently referred to, or, in case of doubt, under one of his best known or earlier works. Refer from the title of each work to the title thus chosen, using the form: For other works by this author see ...

A **Doffed coronet**: a true story, by the author of "The Martyrdom of an empress" ...
Added entry: **Martyrdom** of an empress, Author of.

A **Doffed coronet** ...
For other works by this author *see* Martyrdom of an empress, Author of.

115 **Anonymous** — *Initials, etc.* Enter under title books in which initials, asterisks, or other typographical devices, not identified, are used in place of the author's name. Make added entry or reference under the initials (both first and last letters) asterisks, etc.

The **Young travellers** in South America; or, A popular introduction to the history and resources of that interesting and important region. By G. A. ...
Added entries: 1. **A., G.** 2. **G. A.**

Hungary and its revolutions from the earliest period to the nineteenth century. With a memoir of Louis Kossuth. By E. O. S.
Added entries: 1. **S., E. O.** 2. **E. O. S.**

Précis historique sur la révolution des provinces unies de l'Amérique du Sud ... Par. A. F * * *., ex-commissaire des guerres, chevalier de la Légion d'honneur.
Added entries: 1. **F * * *., A.** 2. **A. F.* * *.**

116 **Anonymous** — *Different spelling.* If the first word of a title entry or reference may be spelled in more than one way, follow the spelling of the title-page and refer from other forms.

Where different spellings have been used in successive editions, follow the title-page in each case and make added entry under the original form.

For treatment of epics, national folk tales, and the like *see* 120.

An **Inquiry** into the causes of the miscarriage of the Scots colony at Darien ...
(*In* A Collection of state tracts. London, 1707. 32½ cm. v. 3, p. 520–565)
First published Glasgow, 1700, as "An Enquiry into the causes [etc.]"
Added entry: **Enquiry** into the causes ...

(British) Library association rule: When the first word of the title of an anonymous work is spelled in more than one way, choose one form of spelling and refer from the others.

Inquiry. An Enquiry into the nature and origin of literary property.
Enquiry *see* Inquiry.

Where different spellings have been used in successive editions, enter under the earliest form and refer from the others. In the case of obsolete or archaic forms of spelling, enter under the modern form and refer from variants.

117 Anonymous — *Related works.* When the title of an anonymous work begins with a word indicating numerical sequence, or defining its relation to another work, make added entry or reference under the title of the principal work, thus collecting related material under that title.

A **Second letter** to a late noble commander of the British forces in Germany ... By the author of the first letter.

"The writer ... [is] supposed to be Owen Ruffhead." — European magazine, v. 14, p. 168.

Added entries: 1. **Ruffhead, Owen,** *supposed author.* 2. **Letter** to a late noble commander.

118 Anonymous — *Translations.* Enter a translation of an anonymous work under the first word of the translated title and make added entry under the original title.

For variations from this practice in the case of epics, national folk tales, etc. *see* 120.

Near to happiness (A côté du bonheur) Tr. from the French by Frank H. Potter.

Added entries: 1. **A côté** du bonheur. 2. **Potter, Frank Hunter,** *tr.*

(British) Library association rule: Enter a translation of an anonymous work under the heading adopted for the original work and make added entry under the first word of the translated title.

119 Bible and similar sacred books. Enter the Bible or any part of it (including the Apocrypha) in any language, under the word "Bible." Treat in like manner the Talmud, Koran, and similar sacred books, using the English name unless the vernacular is decidedly better known. Make added entries under the names of the editors and translators, and refer from titles of individual parts or books, especially when they have been published separately.

Scheme of arrangement under Bible:

1 **Bible.** *Polyglot.*
2 —— By languages, arranged alphabetically.
3 —— *Selections,* by languages, arranged alphabetically.
4 —— *Old Testament. Polyglot.*
5 —— *Old Testament,* by languages, arranged alphabetically.
6 —— *Old Testament. Genesis, Exodus,* etc., in order of the authorized version, each book subarranged like 2.
7 —— *Old Testament. Apocrypha,* arranged as above (6)
8 —— *Old Testament. Apocryphal books* (for Apocrypha and Pseudepigrapha not included in the authorized version) arranged alphabetically.
9 —— *New Testament,* arranged as above (4–6)
10 —— *New Testament. Apocryphal books,* arranged alphabetically.

Further subdivisions may be used, *e. g., Selections* under single books or groups of books, *Paraphrases* under Psalms, and *Harmonies* under Gospels.

Other examples:

Koran.
Vedas.
Vedas. *Atharvaveda.*

120 Epics, national folk tales, etc. Enter epics, national folk tales, and the like under the English name by which they are known and refer from the vernacular. If, however, the vernacular name is decidedly better known, enter under that and refer from the English form. Make added entries under the names of editors and translators. (*cf. also* Cutter, 125–126)

Nibelungenlied. The fall of the Nibelungs; done into English by Margaret Armour; illustrated and decorated by W. B. Macdougall.

Added entries: 1. **Armour, Margaret,** *tr.* 2. **Macdougall, W. B.,** *illus.*

Other examples:

Edda Saemundar.
Egils saga Skallagrímssonar.
Njála.
Arabian nights.
Giolla an fhiugha.
Reynard the fox.
Chanson de Roland.

121 Periodicals. Enter a periodical under the first word of the title not an article and give in the form of notes (a) the frequency of publication; (b) important variations of title; (c) the successive editors; (d) important changes of place of publication and of publisher; (e) indexes, supplements, etc., unless entered separately (*cf.* 15, Indexes) Make added entries for editors and for compilers of indexes, and analytical entries for monograph supplements.

If a periodical has changed its name, enter it under the latest form.* Make brief entries under the earlier names, referring to those which immediately precede and follow in a note introduced by the phrase "preceded by" or "continued as." If the change in name is slight, a reference will suffice in place of the brief entry.

The **Imperial** and Asiatic quarterly review and Oriental and colonial record ... v. 1–10, Jan. 1886–Oct. 1890; 2d ser., v. 1–10, Jan. 1891–Oct. 1895; 3d ser., v. 1– Jan. 1896– London, T. F. Unwin [etc., 1886–91]; Woking, The Oriental university institute [1891–
v. illus., plates, ports., maps, facims., tables. 25 cm.
Title varies: 1886–90, The Asiatic quarterly review. 1891– The Imperial and Asiatic quarterly review and Oriental and colonial record. (July 1891–Apr. 1892, t.-p. reads: The Asiatic quarterly review. Cover and caption title: The Imperial and Asiatic quarterly review and Oriental and colonial record)
Editor: 1886–90, Demetrius Boulger.
Added entries: 1. **Boulger, Demetrius Charles de Kavanagh,** *ed.* 2. **Woking, Eng. Oriental university institute,** *pub.*

The **Asiatic** quarterly review. Ed. by Demetrius Boulger. v. 1–10; Jan. 1886–Oct. 1890. London, T. F. Unwin, [etc., 1886–90]
10 v. maps. 25 cm.
Continued as the Imperial and Asiatic quarterly review.
Added entry: **Boulger, Demetrius Charles de Kavanagh,** *ed.*

A regular periodical issued by a society or an institution is ordinarily to be entered under its title, especially if this is distinctive in character. When, however, the successive parts appear at long intervals — annually, biennially, etc. — or when the publication contains only the regular proceedings, transactions, and annual reports of the society, it is to be entered under the name of the latter, with added entry or reference under the title if it is distinctive. In doubtful cases entry under the society is to be preferred.

The **Audubon** magazine, published in the interests of the Audubon society for the protection of birds. v. 1–2; Feb. 1887–Jan. 1889.
No more published.
Added entry: **Audubon society for the protection of birds.**

Ethnological society of London. Transactions of the Ethnological society of London. v. 1–7. New series.
The Transactions replaced the Journal of the Society during the interval between the first and second series of that publication.

(British) Library association rule calls for entry of periodicals which have changed their names under the earliest form with brief entries under later forms.

* In certain cases, especially where a continuation adopts new volume numbering without reference to that of the preceding series, the earlier periodical need not be included in the entry under the latest form of name, but full entry may be made under each title, with notes referring to earlier and later entries.

LIBRARY OF CONGRESS PRACTICE

Main entry is under latest form of name.
For current periodicals the following order is prescribed:

1 Short title, followed by a blank line; imprint; collation; frequency of publication. (When the first volume is in the library, the volume number and date of first issue are included in the title)

2 Beginning a new card, a note giving the various titles under which the periodical has been published.

3 Note giving successive editors.

4 Note giving changes in place of publication and publishers, when important.

(2, 3, and 4 may be combined if changes of title, editor, and imprint occur simultaneously)

Sufficient space is left to permit insertion of information regarding earlier or later volumes which may come to hand.

5 Specification on a new card of the volumes in the library, introduced by the phrase "Library has:"

6 A separate concise entry for each series which bears a different title, with notes "preceded by," "continued as," or a direct reference to the current name.

7 Added entries under the names of editors, subjects, etc.

When a periodical ceases to be published, the information contained on the card specified under 5 is transferred to the blank line provided for that purpose on card 1, the former card being canceled. On the other hand, if a periodical continues under a new name, the cards containing bibliographical notes and statement of what is in the library are placed after the new title. Under the old title there remains the usual brief entry, referring for continuation to the new name. In current titles the last date and the statement of the number of volumes are written in pencil.

122 Extracts from periodicals. Enter a collection of extracts from a periodical under the name of the periodical provided this appears in the title of the collection. Make added entries under the title of the collection and the name of the collector.

If the periodical is not named in the title enter under the collector (under title if anonymous) Give the name of the periodical in a note, and make a reference or an added entry under it.

The work of a single author republished from a periodical (a separate) will not ordinarily require a reference or an added entry under the name of the periodical.

Blackwood's Edinburgh magazine. Tales from "Blackwood."
Added entry: **Tales** from "Blackwood."

Life. Auto fun; pictures and comments from "Life" ...
Added entry: **Auto** fun.

Maga stories.
Reprinted from Putnam's monthly.
Added entry: **Putnam's** monthly.

My aunt's match making, and other stories by popular authors.
Running title: Stories from Cassell's.
Added entry: **Cassell's** magazine.

123 Almanacs, year-books, etc. Enter under their titles almanacs, year-books, and similar serial publications.

The **Statesman's** year-book; statistical and historical annual of the states of the world ... Revised after official returns. [1st]– annual publication; 1864–
Editors: 1864–82, Frederick Martin. — 1883–94, J. S. Keltie. — 1895– J. S. Keltie, I. P. A. Renwick.
Added entries: 1. **Martin, Frederick,** *ed.* 2. **Keltie, John Scott,** *ed.* 3. **Renwick, Isaac Parker Anderson,** *ed.*

124 Newspapers. Enter newspapers under the first word of the title not an article. In the case of newspapers which appear in several editions (Sunday, morning, evening, etc.) under slightly varying titles, enter each edition independently, but make added entry or reference under the main title, and likewise under the name of the city unless this appears as the first word of the title.

The **Terre Haute** express.
The **Union,** with reference from Indianapolis. The Union.
The **Westminster** gazette, with reference from London. Westminster gazette.
The **Morning times,** with added entry: The Times, *Washington,* and reference from Washington, D. C. Morning times.
The **Evening times,** with added entry: The Times, *Washington,* and reference from Washington, D. C. Evening times.

125 Directories. Enter a directory published periodically under the first word of the title not an article, a serial number, or the initial* of a compiler or publisher.

Enter a non-periodical directory under the name of the compiler if mentioned on the title-page. If no compiler is mentioned enter under the first word of the title.

Make added entries or references as follows: (a) Under the name of the place † in the case of a town, city, county, or state directory; (b) under the compiler of a directory published periodically, and under the publisher provided his name appears as a part of the title.

(Cutter, 115)

The **United States** statistical directory, or Merchants' and travellers' guide; with a wholesale business directory of New-York. By Loomis, White & co.
Added entry: **Loomis, White & co.**

Dörfler, Ignaz. Botaniker-adressbuch. Sammlung von namen und adressen der lebenden botaniker aller länder, der botanischen garten und der die botanik pflegenden institute, gesellschaften und periodischen publicationen. Hrsg. von I. Dörfler ...

Crockford's clerical directory ... being a statistical book of reference for facts relating to the clergy and the church ...

The **Clergy** list ... containing complete lists of the clergy in England, Wales, Scotland, Ireland, and the colonies ... &c. &c.

126 Collections. Enter composite works and collections of independent works, essays, etc. by various authors under the compiler or editor, individual or corporate. If the work of the editor or editing body seems to be but slight and their names do not appear prominently in the publications, or if there are frequent changes of editor, enter under the title. (Cutter, 98–108. Eclectic, 87–91)

Dole, Nathan Haskell, *comp.* The Latin poets; an anthology, by Nathan Haskell Dole ...

Longfellow, Henry Wadsworth, *ed.* The poets and poetry of Europe. With introductions and biographical notices. By Henry Wadsworth Longfellow ...

Gifts of genius: a miscellany of prose and poetry, by American authors.
Introduction by S. O. (Samuel Osgood)
Added entry: **Osgood, Samuel.**

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* If the title of a directory begins with the initial of the name of a publisher or compiler, enter under the surname of the publisher or compiler, *e.g.*, R. L. Polk & co.'s city of Superior directory, under Polk, R. L., & co.

† In dictionary catalogs which make a subject entry under the name of the place, subheading *Directories,* this added entry or reference is of course omitted.

The **Empire** and the century; a series of essays on imperial problems and possibilities, by various writers. With an introduction by Charles Sydney Goldman ... and a poem by Rudyard Kipling, entitled 'The heritage' ...
Added entries: 1. **Goldman, Charles Sydney,** *ed.* 2. **Kipling, Rudyard.**

1 Enter under their titles such compilations as monumenta, scriptores, anecdota, collections of inscriptions, etc., unless they are generally referred to under the name of the editor.

Monumenta Habsburgica. Sammlung von actenstücken und briefen zur geschichte des hauses Habsburg in dem zeitraume von 1473 bis 1576. Hrsg. von der Histor. commission der Kaiserl. akademie der wissenschaften zu Wien ...
Added entry: **K. Akademie der wissenschaften,** *Vienna. Historische commission.*

2 Enter festschriften and similar collections published by a society or an institution in honor of a person or to celebrate an anniversary under the society or institution, with added entry under the title. When not published by a society or an institution, enter under the title. In either case make added entries under the editor and the person in whose honor the collection is published.

Freiburg i. B. Universität. Festschrift der Albrecht-Ludwigs-universität in Freiburg zum fünfzigjährigen regierungs-jubiläum Seiner Königlichen Hoheit des grossherzogs Friedrich.
Added entry: **Friedrich I,** *grand-duke of Baden.*

Germania männerchor, *Baltimore.* Festschrift zum goldenen jubiläum 10. oktober 1906 des Germania männerchor von Baltimore, Md., gegründet am 10. oktober 1856. Im auftrage des ausschusses für vereinsgeschichte zusammengestellt von Carl Laegeler.
Added entry: **Laegeler, Carl.**

An **English** miscellany; presented to Dr. Furnivall in honor of his seventy-fifth birthday.
Ed. by W. P. Ker, A. S. Napier, and W. W. Skeat.
Added entries: 1. **Ker, William Paton,** *ed.* 2. **Napier, Arthur Sampson,** *joint ed.* 3. **Skeat, Walter William,** *joint ed.* 4. **Furnivall, Frederick James.**

Festschrift zum siebzigsten geburtstage Moritz Cantors ... Hrsg. von M. Curtze und S. Günther ...
Added entries: 1. **Curtze, Maximilian,** *ed.* 2. **Günther, Siegmund,** *joint ed.* 3. **Cantor, Moritz Benedikt.**

3 Two or more writings by different authors published together but having no collective title are to be entered under the one named first on the title-page, even though the name of the editor may also be given.

Carlyle, Thomas. Carlyle's Essay on Burns, with The cotter's Saturday night, and other poems from Burns; ed. with notes and an introduction by Willard C. Gore.
Added entries: 1. **Burns, Robert.** 2. **Gore, Willard Clark,** *ed.*

127 Cyclopedias. Enter cyclopedias and dictionaries under the name of the editor, unless decidedly better known by their titles. In doubtful cases enter under editor. Make added entry under the publisher when the work is apt to be referred to by his name.

Larousse, Pierre. Grand dictionnaire universel du XIX^e^ siècle ... par M. Pierre Larousse ...

The **Century** cyclopedia of names; a pronouncing and etymological dictionary of names in geography, biography, mythology, history, ethnology, art, archæology, fiction, etc., etc., etc.; ed. by Benjamin E. Smith ...
Added entry: **Smith, Benjamin Eli,** *ed.*

128 Series entry.* Enter a series under its title, unless it is universally known under the name of the editor or publisher, and make added entry or refer-

* An independent entry should be made for each separate work in a series under its own heading, the name of the series being given in parenthesis after the collation. (*cf.* 166)

ence under the editor. Include in the series entry a list of the works in the library which belong to the series, giving author's name, brief title, and date of publication of each item.

Arrange the contents numerically if the publishers have assigned numbers, otherwise alphabetically by the names of the authors, or, where such arrangement would be more useful, as in the case of biography, by subjects.

International scientific series.
v. 1. Tyndall, John. Forms of water. 1872.
v. 2. Bagehot, Walter. Physics and politics. 1890.
v. 3. Smith, Edward. Foods. 1873.

Story of the Empire; ed. by Howard Angus Kennedy.
Besant, *Sir* Walter. Rise of the Empire. [1897]
Kennedy, Arnold. Story of the West Indies. [1899]
Kingsley, Mary H. Story of West Africa. [1899]
McCarthy, Justin. Ireland and her story. 1903.
Added entry: **Kennedy, Howard Angus,** *ed.*

English men of letters; ed. by John Morley.
Bacon. By R. W. Church. 1886.
Goldsmith. By William Black. 1887.
Lamb. By Alfred Ainger. 1888.
Added entry: **Morley, John,** *ed.*

Historic towns; ed. by Edward A. Freeman & Rev. William Hunt.
Boston. By H. C. Lodge. 1891.
Bristol. By William Hunt. 1887.
Carlisle. By Mandell Creighton. 1889.
Exeter. By E. A. Freeman. 1887.
Added entries: 1. **Freeman, Edward Augustus,** *ed.* 2. **Hunt, William,** *ed.*

Where printed cards are used a simple but less compact method is to insert a card for each separate work under the series title, the latter being written at the head and the cards properly arranged. A written card giving the title and name of the editor should precede.

129 Inscriptions. A single inscription of unknown authorship is to be entered under the editor unless uniformly referred to by a distinctive name, in which case it may be entered under that name, with reference from the place where it was found. Treat collections of inscriptions according to 126, note 1. (Instruktionen, 12)

Comparetti, Domenico Pietro Antonio, *ed.* Iscrizione arcaica del Foro Romano, edita ed illustrata da Domenico Comparetti.
but
Rosetta stone inscription. Der demotische teil der dreisprachigen inschrift von Rosette: übers. und erklärt von dr. J. J. Hess.
Added entry: **Hess, Johann Jakob,** *ed.*

e) MISCELLANEOUS RULES

130 Geographic headings. Give geographic names used as entry words in the English form. When both an English and a vernacular form are used in English books, the vernacular is to be preferred.

Munich, *not* München.
Florence, *not* Firenze.
Austria, *not* Oesterreich.
Saxe-Meiningen, *not* Sachsen-Meiningen.
but
Dauphiné, *not* Dauphiny.
Mainz, *not* Mayence.
Leipzig, *not* Leipsic.

In deciding between different forms of place names refer to standard gazetteers such as Lippincott's new gazetteer; Longman's gazetteer; Century cyclopedia of names; Ritters geographisch-statistisches lexikon; Vivien de Saint-Martin's Nouveau dictionnaire de géographie universelle.

For place names in the United States American libraries will follow the form prescribed by the U. S. Geographic board provided it has made a decision (*see* its latest report).

Library of Congress supplementary rule 7

The following classes of geographic divisions are entered under the name of the place, followed by the name of the country (*not by the name of the province or smaller division*):

1 City, town, borough, commune, etc.
2 County, "arrondissement," etc.
3 State, province, "département," etc.

Examples:

Alexandria, *Egypt.*
Alexandria, *Scot.*
Alpes, Hautes-, *France* (*Dept.*)
Alpes-Maritimes, *France* (*Dept.*)
Cork, *Ire.* (*City*)
Cork, *Ire.* (*County*)
Cumberland, *Eng.*

Exceptions:

1 *City, town, borough, commune, etc.*

a) Enter largest or best known city of its name without further designation, *e. g.*

Boston.
Chicago.
London.
New York (*City*)
Paris.
Quebec (*City*)

In doubtful cases add name of country.

b) Enter towns, etc. in the United States as follows:

Bayonne, *N. J.*, *not* Bayonne, *U. S.* (*N. J.*)

2 *County, "arrondissement," etc.*

Enter counties in the United States as follows:

Washington Co., *O.*
Washington Co., *Pa.*
Washington Co., *Vt.*

Two or more places of the same name in a given country or state are to be distinguished by the addition, in parenthesis, of the name of the province, "département," county, etc., of the place in question, *e. g.*

Athies, *France* (*Aisne*)
Athies, *France* (*Pas-de-Calais*)
Athies, *France* (*Somme*)
Bradford, *Eng.* (*Devonshire*)
Bradford, *Eng.* (*Northumberland: Berwick-upon-Tweed div.*)
Bradford, *Eng.* (*Northumberland: Wansbeck div.*)
Bradford, *Eng.* (*Yorkshire*)
Templemore, *Ire.* (*Co. Mayo*)
Templemore, *Ire.* (*Co. Tipperary*)
Victoria, *Can.* (*Alberta*)
Victoria, *Can.* (*B. C.*)
Washington, *O.* (*Fayette Co.*)
Washington, *O.* (*Guernsey Co.*)

131 **Modified vowels.** In headings write the modified vowels ä, ö, ü, in whatever language they may occur (German, Swedish, Hungarian, etc.) according to the usage of the author, but arrange as ae, oe, ue. (Cutter, 299. Eclectic, 324–329)

132 **Civil actions.** Enter reports of civil actions under the party to the suit who is named first on the title-page, adding the name of the second party, in the following form: Doe, John, *vs.* Roe, Richard.* Make added entry under the second party, and also under the reporter, provided his name appears on the title-page. (*cf.* 2, Joint authors)

> **Brooks, William, *vs.* Byam, Ezekiel.** The case of William Brooks versus Ezekiel Byam and others, in equity, in the Circuit court of the United States, for the First circuit — district of Massachusetts. Before the Honorable Mr. Justice Story, the Honorable Judge Sprague. Simon Greenleaf, esq., Charles Sumner, esq., counsel for complainant. Franklin Dexter, esq., Eben'r Smith, jr., esq., counsel for respondents.
>
> Bill, answers, depositions, etc.
>
> Added entry: **Byam, Ezekiel.**

Added entries or references for courts, judges, defendants other than the first, etc. are omitted in the examples under 132–135. How far such added entries are to be made will depend largely on the fullness of the catalog or the character of the library.

133 **Crown, state, and criminal trials.** Enter reports of crown, state, and criminal proceedings under the name of the defendant. When the trial is of several individuals enter under the one named first on the title-page.

> **Paine, Thomas.** The trial of Thomas Paine, for a libel, contained in the second part of Rights of man, before Lord Kenyon, and a special jury, at Guildhall, December 18 ...
>
> **O'Connell, Daniel,** *defendant.* A special report of the proceedings in the case of the Queen against Daniel O'Connell ... John O'Connell ... Thomas Steele, esq., Thomas Matthew Ray, esq., Charles Gavan Duffy, esq., Rev. Thomas Tierney, Rev. Peter James Tyrrell, John Gray ... and Richard Barrett, esq. in the Court of Queen's bench, Ireland, Michaelmas term, 1843, and Hilary term, 1844; on an indictment for conspiracy and misdemeanour. Ed. by John Flanedy, esq.
>
> Added entry: **Flanedy, John,** *ed.*

134 **Admiralty proceedings.** Enter admiralty proceedings relating to vessels under the name of the vessel.

> **Savannah** (*Privateer*) Trial of the officers and crew of the privateer Savannah, on the charge of piracy, in the United States Circuit court for the southern district of New York. Hon. Judges Nelson and Shipman, presiding. Reported by A. F. Warburton ...
>
> Added entry: **Warburton, Adolphus Frederick,** *reporter.*

135 **Collected reports of trials.** Enter collected reports of trials under the name of the compiler; if published anonymously, enter under title. (*cf.* 126, Collections)

> [**Harris, Carrie Jenkins**] "*Mrs.* C. W. Harris." State trials of Mary, queen of Scots, Sir Walter Raleigh, and Captain William Kidd. Condensed and copied from the State trials of Francis Hargrave ... London, 1776, and of T. B. Howell ... London, 1816, with explanatory notes. By Charles Edward Lloyd [*pseud.*]
>
> Added entries: 1. **Hargrave, Francis.** 2. **Howell, Thomas Bayly.**

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* On the Library of Congress printed cards only the first party to the suit is given in the heading.

TITLES

(*cf. also* Cutter, 221—256)

136 Title. The title is usually to be given in full, including the author's name, and is to be an exact transcript of the title-page, except that mottoes and non-essential matter of any kind, as well as designation of series,* may be omitted, the omissions being indicated by three dots (...) The punctuation of the title-page is generally to be followed; if there is no punctuation it is to be supplied (*cf.* 173)

For a written card catalog the title may be abridged.

137 Titles of rare books. Give the title or colophon of books of exceptional rarity or curiosity in full, reproducing, as far as possible, punctuation, capitalization, and typographical peculiarities. (Cutter, 351)

138 Misprints or errors of spelling. Indicate misprints or obvious errors of spelling by [!] or [*sic*]

The beginning end [!] end of drinking.

In a manuscript catalog use three dots (...) under the word misspelled.

139 Additions to title. Additional matter may be supplied (within brackets) in the title when this is ambiguous or requires explanation. Such additions should be brief and in the language of the title; if they require much space, they are to be given in the form of a note. (*cf.* 168, Notes)

Burroughs, John. Bird and bough; [poems] by John Burroughs ...

Worrell, John. A diamond in the rough; embracing anecdote, biography, romance and history, by Captain John Worrell ...
Contains brief sketches of General Sam Houston, the Texan war of independence, New Harmony, Ind., Evangeline and the Acadians in the United States, civil war reminiscences, etc.

140 Language of the book. State in a note, or within brackets in the title, the language or languages in which a book is written, when the fact is not apparent from the title.

141 Transliteration and translation of title. Titles in characters other than roman or gothic may be transliterated. A brief translation may also be added of all titles not in the classic, Romance or Teutonic languages.

142 Titles of works (other than periodicals) in more than one volume. Works in more than one volume (other than periodicals) are, as a rule, to be cataloged from the title-page of the first volume, subsequent changes being explained in notes or shown in contents. (*cf.* 113)

143 Same work published under different titles. If a book has been published under two or more titles, make full entry for each of the editions in the library[1] and give in a note under each entry the other title or titles under which the book has appeared. If the library has but one of the editions, make full entry under this title and refer from the others.[2] (Eclectic, 288–300)

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* *cf.* 166, Series note.

1 **Meredith, George.** Emilia in England.
Afterwards issued under title: Sandra Belloni.

Meredith, George. Sandra Belloni.
Previously issued under title: Emilia in England.

2 **Meredith, George.** Emilia in England.
Afterwards issued under title: Sandra Belloni.

Meredith, George. Sandra Belloni.
See his Emilia in England. (The same work published under a different title)

144 Books with several title-pages. If a book has several title-pages, select the most general, and give the others, if necessary, in a note or as contents.

This rule applies only when the title-pages come under the same heading. If the several title-pages require separate entry (as when one is the title of a series, the other that of a work in the series) each title will be used under its own heading.

Of an engraved and a printed title-page the latter is usually to be preferred, and always when it bears a later date.

Of two title-pages equally general choose the first when one follows the other, the second when they face each other.

(Cutter, 156–158)

145 Titles and title-pages in different languages. Of titles and title-pages in different languages, if only one is in roman characters, use that; if both or neither are in roman, use the one in the original language. Mention in a note the unused title.

In the case of Greek classics with the title in Greek and also in Latin on the same title-page, give both titles.

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 20

1 *Title-pages and text in two or more languages.*

Of title-pages in different languages, with text likewise in more than one language, choose the one which is printed in roman or gothic characters. When neither title-page is printed in roman or gothic, or when both are in one or the other of these types, select the one which is in the original language. When the original language cannot be ascertained, the main title-page is to be chosen, or, when that cannot be determined, the first. Mention in a note the other title or titles and the languages of the text.

The added title is to be quoted when it contains additional information of importance.

2 *Title-pages in different languages, text in one language.*

When there are two title-pages with text in only one language, the title-page which agrees with the text is to be followed. Exceptions to this are Greek, Russian, Oriental, and occasionally also American Indian texts with title-pages in the original and also in Latin, French, English or some other language which employs roman or gothic characters. Here the title in roman or gothic is always to be selected. Mention in a note the other title and the language of the text.

3 *One title-page with titles in two languages.*

When the title is printed in two languages on the same title-page (there being but one) give both titles with the customary abbreviations and notes.

Exception: When one of the titles is in a language which employs characters other than roman or gothic, it is to be omitted, only the title which is in roman or gothic type being then given. A note is to be made of the other title and the language or languages of the text.

In early and rare books, or when some material variation exists between the two titles, both are to be given.

When there are more than two titles, give the first two which are printed in roman or gothic type. If one of the succeeding titles is in English, this also is to be given.

4 Arrangements or combinations of titles and title-pages in different languages not provided for in rules 1–3 are to be submitted for special decision.

146 Reprints with two title-pages. When a reprint includes, in addition to its own title-page, a reproduction of that of the original, follow the title-page of the reprint, and mention the other in a note, giving place and date of publication and quoting the title if it differs from that of the reprint.

Flint, James. ... Flint's Letters from America, 1818–1820. Cleveland, 1904.
Reprint, including facsimile of t.-p. of original edition, Edinburgh, 1822.

Macropedius, Georgius. ... Rebelles und Alvta. Hrsg. von Johannes Bolte ... Berlin, 1897.
Reprint of the original edition with reproduction of t.-p.: Comicarvm fabvlarum Georgii Macropedii duae ... quar. altera Rebelles, altera Alvta inscribitur ... [Busciducis] in officina Hatardi [1535]

147 Title-page wanting. When the title-page is lost, supply the title from some bibliographical source, citing the authority in a note. If the title cannot be ascertained, give the half-title, running title, or colophon, and state in a note which has been selected; if there is no half-title, running title, or colophon, supply a title (within brackets) and give in a note the beginning of the text and a brief description of contents.

In the case of a book published without a title-page, give the half-title, running title, caption title, or colophon, as the case may be, stating in a note the form in which the title occurs.

148 Edition. Consider the statement specifying the edition as a part of the title. It is to be given in the language of the book and in the order of the title-page, except that customary abbreviations may be used.* (Cutter, 254–256)

Minor differentiations between copies of the same edition, *e. g.* 8th thousand, may be omitted.

149 Different editions represented in the same set. When the volumes in a set are of different editions, specify the various editions in a note or in contents, not in the title.

IMPRINT, COLLATION, SERIES NOTE

(*cf. also* p. 47–49, 51–54, Library of Congress supplementary rules)

150 Place of publication. After the title give the place or places of publication in the language of the title.

151 Place — *Form of name.* When thought desirable, add (in brackets) modern equivalents and familiar forms of latinized or vernacular names. (*See* Deschamps, Dictionnaire de géographie ancienne et moderne; † Graesse, Orbis latinus; Stein, Manuel de bibliographie générale, app. 1; Chevalier, Répertoire des sources historiques du moyen âge: Topo-bibliographie)

152 Publisher. After the name of the place give the name of the publisher in the language of the title.

C. Scribner's sons; L. Hachette et c^ie^; Junge & sohn.

In a written card catalog the place and publisher's name may generally be abbreviated.

Bost., Houghton; N. Y., U. S. book co.; Chic., McClurg.

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* *cf.* 174, Figures. † Supplement to Brunet's "Manuel du libraire."

153 Place of printing. After the place of publication and publisher the place of printing and printer may be given, if different. This is desirable only in rare and old books, or when of special significance for other reasons.

London, N. Trübner [Colombo, S. J. A. Skeen, printer]
Paris, Dentu [Guernsey, Imprimerie universelle]

154 Privately printed books. In cataloging privately printed books add the abbreviation "priv. print." in the imprint if the fact is not evident from the title-page.

Duff, Edward Gordon. The printers, stationers and bookbinders of London and Westminster in the fifteenth century. A series of four lectures delivered at Cambridge in the Lent term, MDCCCIC. By E. Gordon Duff ... [Aberdeen, Aberdeen university press, priv. print.] 1899.

155 Date. Give the date found on the title-page, in arabic figures except in cases where the form in which it appears is characteristic of a special edition or otherwise worthy of note. Dates other than those of the Christian era are to be given as found on the title-page, followed by the date of the Christian era, the latter in brackets if supplied. (Cutter, 264–275. *cf. also* rule 174, Figures)

l'an III de la République [1795]; an XI — 1803; 5665 — 1905; A. H. 1152 [1740]; l'an de la V.·.L.·.5788 [1788]

156 Date wanting. When there is no imprint date the year of publication, if it can be ascertained, is to be given in brackets, and if uncertain, to be given approximately.

[189–?], [189–], [1892?]

If no approximate date can be found, give the century in which the book was published, *e.g.* [18—]

If the century cannot be determined, indicate the absence of a date by the abbreviation "n.d."

In the case of books frequently reissued without date or printed from plates bearing date of earlier (first) edition, the fact of reissue is to be indicated by a note giving date of first publication of that edition.

Maupassant, Guy de. ... Contes du jour et de la nuit ... Paris, E. Flammarion [n. d.]
First edition appeared in 1885.

157 Copyright date. When there is no date on the title-page of a copyrighted book, and the date of publication or issue cannot be ascertained, give in the imprint the date of copyright, preceded by a superior "c" and bracketed.

New York, H. Holt & co. [^{c}1894]

If the date of the copyright entry is earlier than the date of issue, the former need be given only in exceptional cases; for instance, when the existence and date of an earlier (first) issue or edition have not been definitely established, or when a more precise date cannot be given.

When the title-page is dated, write: 1902 [^{c}1899]
When the title-page is not dated, but bears copyright notice, write: [1902] ^{c}1878.

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 12

The imprint is to be given in the following order: 1st, place; 2d, publisher, printer, or bookseller; 3d, date.

Certain works such as incunabula and the like are excepted, when for special reasons the imprint is best given in a form and order suited to the peculiarities of the case.

The actual imprint, if ascertainable, is always to be given, whether it appears on the title-page or not. In the latter case it is to be added in brackets after the imprint as found on the title-page.

1 *Books published in the United States.*— When more than two places and publishers are named on the title-page, give the first-named place and publisher, followed by one other, the choice of the latter being determined by the relative importance of the several places and publishers, New York or Boston to be preferred.

Examples:

When the title-page reads

Published by J. A. Bancroft & co., Philadelphia, J. W. Schermerhorn & co., New York, C. G. Cooke, Boston, Hendricks & Potter, St. Louis, Speakman & Proctor, Chicago, 1867.

Give: Philadelphia, J. A. Bancroft & co.; New York, J. W. Schermerhorn & co.; [etc., etc.] 1867.

But if the title-page reads

Leach, Shewell & Sanborn, Boston, New York, Chicago, 1890.

Give: Boston, New York [etc.] Leach, Shewell & Sanborn, 1890.

Or if the title-page reads

Buffalo, Chicago, New York, Charles Wells Moulton, 1890.

Give: Buffalo, New York [etc.] C. W. Moulton, 1890.

2 *Books published abroad.*— When more than one place and publisher are named on the title-page, give the first, followed by [etc., etc.] unless one of the others, usually distinguished by position or type, is known to be the actual place of publication. In that case the latter is to be given first.

When, in addition to the foreign places named on the title-page, one or more places in the United States are given, the cataloger shall include one of the latter, preferably New York.

Examples:

When the title-page reads

Paris, Goupil & c[ie]; London, Simpkin, Marshall, Hamilton, Kent & co., ltd., 1898.

Give: Paris, Goupil & c[ie]; [etc., etc.] 1898.

When the title-page reads

London, David Nutt, Dulau & co., Sampson Low & co. Agencies for America: New York, E. Steiger & co., The International co., Chicago, Mühlbauer & Behrle, Boston, Charles Schönhof. HEIDELBERG, JULIUS GROOS, 1890.

Give: Heidelberg, J. Groos; New York, E. Steiger & co.; [etc., etc.] 1890.

When the title-page reads

The Société universelle lyrique, London, Paris, Berlin, Philadelphia, 1899

Give: London, Philadelphia [etc.] The Société universelle lyrique, 1899.

3 *Two or more places and publishers.*— Indicate the omission of both a place and publisher by [etc., etc.] immediately preceding date and separated from the last-named publisher by a semicolon.

Examples:

When the title-page reads

Published by J. A. Bancroft & co., Philadelphia, J. W. Schermerhorn & co., New York, C. G. Cooke, Boston, Hendricks & Potter, St. Louis, Speakman & Proctor, Chicago, 1867.

Give: Philadelphia, J. A. Bancroft & co.; New York, J. W. Schermerhorn & co.; [etc., etc.] 1867.

See also illustrations under 2, *Books published abroad.*

4 *Two or more places, publisher the same.*— Indicate the omission of a place from the imprint by [etc.] after the last place given.

Examples:

When the title-page reads

Buffalo, Chicago, New York, Charles Wells Moulton, 1886.

Give: Buffalo, New York [etc.] C. W. Moulton, 1886.

Or if the title-page reads
The Société universelle lyrique, London, Paris, Berlin, Philadelphia, 1899.
Give: London, Philadelphia [etc.] The Société universelle lyrique, 1899.

5 *One place with two or more publishers.*— Indicate the omission of a publisher's name by [etc.] after the last name given.

Example:
When the title-page reads
London, David Nutt, Dulau & co., Sampson Low & co., 1890.
Give: London, D. Nutt [etc.] 1890.

6 *Two places connected by* AND, UND, ET, *etc., or by a dash* (–) *or other device, with publisher's name either preceding or following.*— Give imprint in the usual order and include the conjunction:

Leipzig und Wien, Bibliographisches institut, 1900.
Arnheim-Nijmegen, E. & M. Cohen [1899]

7 *Public documents.*— In state and city publications, especially those of serial character, when there are frequent changes of place and publisher (or printer) omit publisher. Give the name of the first-mentioned place, followed by [etc.] using pencil when the first volume of the series is lacking.

8 *Imprints without publisher's or printer's name.*— If the name of neither publisher nor printer appears on the title-page but the printer's name is given on the verso of title-page, at the end of the volume, or elsewhere in the book, this information is to be supplied in brackets even though the name of the publisher is ascertainable. Thus, if the volume has only "Washington, 1882" as imprint, but on the verso of the title-page "Baltimore, W. K. Boyle, printer," give

Washington [Baltimore, W. K. Boyle, printer] 1882.

If, on the contrary, the title-page has a full imprint, as "New York, The Macmillan company, 1898," and on the verso "New era printing co., Lancaster, Penna.," no notice of the latter is ordinarily to be taken in cataloging. When bibliographically important or otherwise of interest, the printer's name should be added; as,

London, N. Trübner [Colombo, S. J. A. Skeen, printer]
Paris, Dentu [Guernsey, Imprimerie universelle]

9 *Addition of name of state or country after place of publication.*— When the place of publication is not well known or is one of several cities of the same name, the name of the state or country is to be supplied if it does not appear in the imprint. If it occurs in the imprint it is to be given, even after the names of well-known cities.

Amherstberg [Ont.]; Rome [N. Y.]; Rome [Ga.]

10 *Dissertations.*— a) Follow title-page, giving place, printer's (respectively publisher's) name in shortest form, and date. b) When place and date (without publisher or printer) are followed by printer's address, *i. e.* by another place with printer's name, give only the first; *e. g.*

a) Halle a. S., Druck von E. Karras, 1898.
Giessen, Münchow'sche hof- und universitäts-druckerei (O. Kindt) 1903.
b) Leipzig, W. Engelmann, 1899.
not Leipzig, W. Engelmann [Hofbuchdruckerei S. Geibel in Altenburg] 1899.
Leipzig, 1898.
not Leipzig, 1898. Druck von C. H. Schulze & co. in Gräfenhainichen.

11 *Fictitious imprints.*— Give imprint as found on title-page, followed by actual imprint in brackets, as follows:

Paris, Impr. Vincent, 1798 [*i.e.* Bruxelles, Moens, 1883]

Imaginary imprints are to be treated as part of the title of the work when the real imprint can be ascertained, the latter following in brackets in the usual position; as,

Morande, Charles Thévenot de, *b,* 1748. Le gazetier cuirassé, ou, Anecdotes scandaleuses de la cour de France. Imprimé à cent lieues de la Bastille. [Londres] 1771.

12 *Variations in imprint.*— If the place or publisher varies in the different volumes of a set, state the fact in a note, giving the variations if of sufficient importance.

13 *Privately printed books.*— Give the statement that a book is privately printed as it appears on the title-page. If the statement does not appear on the title-page, it is to be supplied in the imprint or in a note.

14 *Language of imprint.*— The imprint is to be given as found on the title-page, and is neither to be translated nor transliterated.

DATE

1 *Undated title-page.*— When there is no date on the title-page, but the preface is dated, give the date of the latter (preceded by "pref." and bracketed) provided the actual date of publication cannot be ascertained from other sources. When it is possible to determine the actual date of issue the date of the preface need be given (in a note) only when there is a wide discrepancy between it and the ascertained date of publication supplied in the imprint.

2 *Copyright date.*— a) In the case of copyrighted books, when there is no date on the title-page and the date of publication cannot be determined, give in the imprint the date of copyright, preceded by a superior "c" and bracketed; as,

New York, H. Holt & co. [c1894]

b) If the date of the copyright entry is earlier than the date of issue, the former need be given only in exceptional cases, for instance when the existence and date of an earlier (first) issue or edition have not been definitely established, or when a more precise date cannot be given.

Examples:

When the title-page is dated, write: 1902 [c1899]

When the title-page is not dated, but bears copyright notice, write: [1902] c1878

c) When there is no date on the title-page and the date of copyright printed on the verso of title-page differs from that furnished by the records of the Copyright office, give the former in the imprint and the latter in a note.

3 *Irregularly dated title-page.*— When a work consists of many volumes with different dates, whether of the same or of different editions, give in the imprint the inclusive dates separated by a dash and state in a note or in contents the dates of the individual volumes and the numbers of their respective editions.

Bancroft, George, 1800–1891. History of the United States from the discovery of the American continent. Boston, Little, Brown & co., 1838–74.
10 v. 22½cm.
Vol. 1, 15th ed., 1857; v. 2, 4th ed., 1838; v. 3, 3d ed., 1840; v. 4-10, 1852–74.

When only one volume (*e. g.* the first one) is irregularly dated, as in the case of collected works with an introductory volume issued after the others, the date may be given in the following form:

1876–79 [v. 1, '79]

When there are only two volumes in a work, give the dates in the order of the volumes separated by a comma in place of the usual dash. Thus:

Collignon, Edouard *i.e.* **Romain Charles Edouard,** 1831– Cours de mécanique appliquée aux constructions ... Paris, Dunod, 1885, '80.
2 v. tables, diagrs. 24½ cm.
1. ptie., 3. éd.; 2. ptie., 2. éd. rev. et augm.

158 Collation. Give all items of collation in English and in the following order: 1st, volumes or pages; 2d, illustrations; 3d, size.

159 Volumes, pages. Give the number of volumes,* or of pages if there is only one volume.

* If a contents note is added to the entry for a work in several volumes the paging of each volume may be given in the contents.

160 Paging. Indicate the number of pages by giving the last number of each paging, separating the numbers by a comma. The addition of unpaged matter may be shown by a + , or the number of pages, ascertained by counting, may be given in brackets. Give paging in arabic or roman figures, according to the book. In unpaged works, and in works having the pages lettered, or numbered in figures other than arabic or roman (*e. g.* Greek) the number of pages may be given in brackets, the signatures being noted only in the case of rare or important works.

161 Illustrations, etc. Give illustrations in the following order: frontispiece, illustrations, plates, photographs, portraits, maps, plans, facsimiles, tables, diagrams.

Give the *number* of plates, maps, etc., when it can be easily ascertained.

Plates, portraits, etc. are to be specified whether included in the paging or not.

162 Collation of rare works. In the case of rare works reference may also be made in notes to detailed descriptions and collations given in bibliographical works.

163 Imperfect copies. In cataloging an imperfect copy, mention the deficiencies in a note.

164 Size. Give height of book in centimeters, exact to one-half centimeter. That is, if exact height be

169^{mm} (16.9^{cm})	write 17^{cm}.
170^{mm} (17^{cm})	17^{cm}.
171^{mm} (17.1^{cm}	17^{cm}.
172^{mm} (17.2^{cm})	17^{cm}.
173^{mm} (17.3^{cm})	17½^{cm}.
174^{mm} (17.4^{cm})	17½^{cm}.
175^{mm} (17.5^{cm})	17½^{cm}.
176^{mm} (17.6^{cm})	17½^{cm}.
177^{mm} (17.7^{cm})	17½^{cm}.
178^{mm} (17.8^{cm})	18^{cm}.
179^{mm} (17.9^{cm})	18^{cm}.

When books are "narrow," "square," "oblong," or otherwise of very unusual size, give both dimensions, *e.g.*

17 x 10^{cm} (a narrow book)
17 x 14^{cm} (a square book)
17 x 28^{cm} (an oblong book)

(*cf.* Cutter, 279 and p. 155–156)

165 Atlases.* Atlases which accompany any given work are not as a rule to be cataloged separately. After imprint and collation write *and* atlas.

Mahon, Dennis Hart. Industrial drawing ... By D. H. Mahan ... New York, J. Wiley & sons, 1877.
xiii, 209 p. col. front. (plan) illus. 24^{cm}. *and* atlas of 30 fold. pl. 23½^{cm}.

When the title of the atlas differs from that of the main work (and more par-

* Library of Congress supplementary rule 17.

ticularly when there is a special compiler) for form of entry usually adopted for indexes is to be preferred.

Mirabeau, Honoré Gabriel Riquetti, *comte* **de.** De la monarchie prussienne sous Frédéric le Grand ... Londres, 1788.
4 v. front. (port.) pl., tables (partly fold.) 26cm.
—— Atlas de la monarchie prussienne. Londres, 1788.
2 p. l., 4 p., 93 pl., 10 maps, tables (partly fold.) 41cm.
The maps are by Edme Mentelle.
Added entry: **Mentelle, Edme.**

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 1

The collation is to be given in a separate line immediately after the imprint (*i. e.* after place, publisher, and date) and in the following order: 1st, paging; 2d, illustrations; 3d, size.

PAGING

1 Paging is to be given for works of one volume only.

2 When a work consists of more than one volume, give the number of volumes. If the volumes are paged continuously, add a note giving the paging:
2 v. 24cm.
Paged continuously; v. 1: vi, 536 p.; v. 2: 1 p. l., 537–999 p., 2 l.

3 Give unnumbered printed pages in brackets:
vi, [4]–256 p.
xiv, [12], 450 p.
8 p. l., 360, [16] p.

4 Give unpaged matter as leaves when one side of the leaf is blank:
xii p., 2 l., 192 p.
See also 5.

5 Half-title, title, preface, contents, or other preliminary matter, when not included in paging, is to be specified as "preliminary leaves."
3 p. l., 350 p.
1 p. l., vi p., 1 l., 608 p., 2 l.
When the actual number of preliminary pages is either greater or smaller than that indicated by the first numbered page, write:
4 p. l., [iii]–xii p. *not* 3 p. l., xii p.
5 p. l., xv–xx p.
but
vi, 351 p. *not* 2 p. l., [v]–vi, 351 p.

6 Give numbered leaves as follows:
218 numb. l.
10 p. l., 112 numb. l., 3 l.
2 p. l., x p., 180 numb. l., 4 p.

7 When the preface, contents, etc. are paged in roman, write:
xii, [13]–240 p. *not* 240 p.
See also 5.

8 When a pamphlet or book, bound or unbound, has no other title-page than the cover-title, this is to be included in the collation.
cover-title, 85 p.
cover-title, iii, 112 p.
cover-title, [3]–36 p.
cover-title, [v]–xiii p.
cover-title, 2 p. l., 40 p.

9 When the paging is very complicated it is generally advisable to give the total in brackets, instead of the separate paginations, adding as a note:
Various paging.

ILLUSTRATIONS

Illustrations are to be given in the following order and form: front., illus.,* pl.,* phot., port., map (*or* maps), plan (*or* plans), facsim., tab., diagr. When there is more than one plate, portrait, etc., and the number is not specified in the collation, use the plural: fronts., illus., plates, photos., ports., maps, plans, facsims., tables, diagrs.

1 When the illustrations are colored, write: col. front., col. plates, facsims. in colors, etc., etc. In the case of maps and diagrams specify only when important.

2 When frontispiece, plates, maps, etc. are included in the paging, write:

xvi, 357 p. incl. front., illus., plates, maps.

3 Any illustration, other than an engraved title, facing or immediately preceding the title-page shall be designated in the collation as a frontispiece, thus:

front.
front. (port.)
front. (map)
but not
front. (pl.)

When the book contains other illustrations of the same character the specification after "front." is to be omitted:

front., illus., plates, ports.
not
front. (port.) illus., plates, ports.

When there are two or more volumes, all or some of which have frontispieces, write, as the case may be:

4 v. fronts.
2 v. front. (v. 2)
5 v. fronts. (v. 1–2)
10 v. fronts. (v. 1, 4)

4 When the number of plates, maps, etc. can be easily ascertained, *e. g.* when they are numbered, listed, or collected, or, if distributed through the text, when they are on heavy paper, state the number:

a) As given in the book:

2 pl., LV maps.
XLIII pl., 8 maps.
front., 30 pl. (facsim.)
illus., 10 facsim. on 6 pl.

When the actual number differs, add it in curves:

LXXX (*i. e.* 83) pl., 8 maps.

b) As ascertained by count, giving the number in arabic:

30 pl., 6 port., 3 maps.

c) When there are two or more volumes and the plates, etc. are numbered separately in each volume, give the total in arabic figures, thus:

3 v. 40 pl.
not
3 v. X, XVI ,XIV pl.

d) In cataloging an imperfect copy give in the collation the number of plates, etc. which the book should contain, and in a note state the defects of the copy in question.

5 When the illustrations in the text include portraits, maps, facsimiles, etc., *which form an important feature of the book* and would which not otherwise be brought out, they may be specified in the collation as follows:

2 p. l., 296 p. illus. (incl. ports., maps, facsims.)
iv, 348 p. illus. (incl. ports., facsim.) plates, maps.

When portraits or any other particular kind of illustrations occur both in the text and in the form of plates, those in the text need not be specified:

illus., ports.
not illus. (incl. ports.) port.

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* Illus. as here used stands for illustrations in the text, as distinguished from plates, plate meaning a full page illustration printed on a leaf the verso of which is blank.

illus. (incl. maps) ports., facsim.
not illus. (incl. ports., maps) port., facsim.

Tables in the text (when a feature of the book, *e. g.* tables in mathematical, statistical and technical works) are not to be regarded as included under "illustrations"; they are to be specified in the collation, *e. g.*

487 p. incl. tables.
487 p. incl. illus., tables, diagrs.

When there are tables both in the text and in the form of plates, only the latter need, as a rule, be specified, *e. g.*

487 p. illus., tables.

When a book is chiefly made up of tables, *e. g.* tables of logarithms, annuities, etc., omit "tables" in the collation.

6 For mathematical or mechanical diagrams use the abbreviation "diagr.," *not* "illus."

7 The word *music* is not to be used in collation. The fact that the book contains music is to be brought out in a note when not stated in the title.

SIZE

1 Give the height of a book in centimeters, exact to one-half centimeter. Thus, if the exact height be

169^{mm} (16.9^{cm})	write 17^{cm}.
170^{mm} (17^{cm})	17^{cm}.
171^{mm} (17.1^{cm})	17^{cm}.
172^{mm} (17.2^{cm})	17^{cm}.
173^{mm} (17.3^{cm})	17½^{cm}.
174^{mm} (17.4^{cm})	17½^{cm}.
175^{mm} (17.5^{cm})	17½^{cm}.
176^{mm} (17.6^{cm})	17½^{cm}.
177^{mm} (17.7^{cm})	17½^{cm}.
178^{mm} (17.8^{cm})	18^{cm}.
179^{mm} (17.9^{cm})	18^{cm}.

If it is desired to give the exact measurement of a plate, map, or an extraordinary book (*e. g.* "microscopic" edition) give the size in millimeters; as,

271 x 345^{mm}.

2 When books are "narrow," "square," or "oblong," or otherwise of very unusual size, give both dimensions; as,

17 x 10^{cm} (a narrow book, width less than $^3/_5$ height)
17 x 14^{cm} (a square book, width more than $^3/_4$ height)
17 x 28^{cm} (an oblong book, width more than height)

3 When there are two or more volumes of the same work differing in size, write:

2 v. 18^{cm} (v. 2: 15^{cm})
5 v. 25^{cm} (v. 1, 4: 23^{cm})
3 v. in 1. 22^{cm} (v. 1–2: 19^{cm})

4 When several pamphlets or works of different sizes are bound together, write:

Haddonfield, *N. J.* Grand centennial celebration, July 4th, 1876, at Haddonfield, N. J. Programme. Philadelphia, W. Mann, printer [1876]
[4] p. 19^{cm}. [*With* [Clement, John] Revolutionary reminiscences of Camden County. Camden, N. J., 1876. 25^{cm}]

5 In the case of serials varying sizes may be indicated thus:

24 v. 18–24^{cm}.

The extra size of a given volume or volumes may be specified, when practicable, in the contents or in a note.

6 When an atlas or a portfolio of plates accompanying any given work is not to be cataloged separately, it is to be noted immediately after the collation of the work itself.

a) When, as is usually the case, the atlas and the work are of different sizes, write:

3 p. l., 100 p. illus. 25^{cm}. *and* atlas of 40 pl. 27½^{cm}.
4 v. 24^{cm}. *and* portfolio of 24 pl. 30^{cm}.
ix p., 1 l., 360 p., 1 l. front., illus. 18^{cm}. *and* atlas. 23 x 25^{cm}.
5 v. 20^{cm}. *and* atlas of 18 pl., 14 maps. 28^{cm}.

b) When they are of the same size, write:
2 v. *and* atlas. 24cm.
1 p. l., vii, 400 p. *and* atlas. 26cm.

166 Series note. Give the name of the series to which the book belongs in parenthesis after the collation, preceded by *Half-title, On cover,* etc. if the series does not appear on the title-page. (Eclectic, 264–269)

The words "Half-title," "On cover," etc. may be omitted on written cards.

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 2.

1 The series note is to be given immediately after the collation in the form in which it occurs on the title-page. Its omission from the title is to be indicated by three dots (...)

Hale, Susan. ... The story of Mexico, by Susan Hale. New York, G. P. Putnam's sons; [etc., etc.] 1889.
xvi, 428 p. col. front., illus., fold. map. 20cm. (The story of the nations [v. 23])

Thilenius, Georg. ... Ethnographische ergebnisse aus Melanesien. Von dr. G. Thilenius ... Halle, Druck von E. Karras, in commission bei W. Engelmann, Leipzig, 1902–03.
2 v. illus., XXV pl. (incl. 2 maps) 32 x 24½cm. (Nova acta. Abh. der Kaiserl. Leop.-Carol. deutschen akademie der naturforscher, bd. XXXL, nr. 1–2)

2 When the series is not given on the title-page the form in which it appears is to be specified as follows:
a) When it occurs on a special title-page, on the half-title, or on the cover, write in the usual place:
(*Added t.-p.:* Les littératures populaires de toutes les nations ... t. XLIV)
(*Half-title:* ... Early English text society. Extra series, no. LXXXII)
(*Half-title:* Riverside edition. The writings of ... Whittier, v. 7)
(*On cover:* True stories of great Americans)
(*On cover:* The complete writings of Theodore Roosevelt)

Repeat the author's name in the series note when the latter would otherwise be ambiguous, thus:

Pérez Galdós, Benito, 1845– Miau; por B. Pérez Galdós. Madrid, Impr. de la Guirnalda, 1888.
432 p. 19cm. (*On cover:* Novelas españolas contemporáneas por B. Pérez Galdós)

If the authorship is self-evident, omit the author's name; as,
(*Half-title:* Complete works ... v. 8)
not
(*Half-title:* Complete works of William Wordsworth, v. 8)

When the series entry is other than a title entry, *i. e.* an entry under author, editor, publisher, society, etc., the latter should be included in brief form in the series note, thus:

Hawes, Stephen, *d.* 1523? The pastime of pleasure ... by Stephen Hawes ... London, Printed for the Percy society, by T. Richards, 1845.
2 p. l., xii, 220 p. 19½cm. (*Added t.-p.:* Percy society. Early English poetry ... 1846. vol. XVIII)

b) When the information is obtained from publisher's list in the book, or from outside sources, use brackets instead of parenthesis; as,
[International scientific series, v. 15]

3 When the series title occurs both on the regular title-page and on a separate title-page the following form is to be used:

Aust, Emil. ... Die religion der Römer. Von Emil Aust. Münster i. W., Aschendorff, 1899.
viii, 268, [1] p. 24½cm. (*Added t.-p.:* Darstellungen aus dem gebiete der nichtchristlichen religionsgeschichte. XIII)
Series title also at head of t.-p.

CONTENTS, NOTES, ADDED ENTRIES, ANALYTICAL ENTRIES, REFERENCES

167 Contents. Give contents of books containing several works by the same author, or works by several authors, or works on several subjects, or a single work on a number of distinct subjects, especially if the collective title does not sufficiently describe them.

The designation of parts, volumes, faciculi, or other divisions of a work is to be given in the language of the book. (*cf.* 174, Figures: *Contents*)

Give contents in the order in which they appear in the book,* and in paragraph form rather than in columns except in special cases where the latter arrangement has decided advantages. In case different parts are written by different authors, let the name of the author follow rather than precede the title, provided always this is the order of arrangement in the book.

(Cutter, 281–283)

Chicago. University. ... Investigations representing the departments. Semitic languages and literatures, Biblical and patristic Greek ...

Contents: Greek papyri from the Cairo museum, together with papyri of Roman Egypt from American collections, by E. J. Goodspeed.—The battle of Kadesh, by J. H. Breasted.—The structure of the text of the book of Amos, by W. R. Harper.—Some literary remains of Rim-Sin (Arioch), king of Larsa, about 2285 B. C., by I. M. Price.—Some principles of literary criticism and their application to the synoptic problem, by E. D. Burton.

Breithaupt, Rudolf Maria. ... Musikalische zeit- und streitfragen. Gesammelte skizzen und aufsätze. Von Rudolf M. Breithaupt ...

Contents: 1. **bd.** Kunst und musikwissenschaft. Musik und schule. Jugendkonzerte. Opernkrise und stoffnot. Mehr Mozart! Bismarck und die musik. Hugo Wolf†. Ein Richard Wagner-denkmal.—**2. bd.** Moderne klavieristen. Edvard Grieg. Kunstmusik und lebenskunst. Sub specie aeternitatis (Zum 100. todestage Schillers) Mozart und die zeitmusik.

Taine, Hippolyte Adolphe. Les origines de la France contemporaine, par H. Taine ...

Contents: **1. ptie.** t. I–II. L'ancien régime.—**2. ptie.** t. III–VIII. La révolution: [1] L'anarchie. [2] La conquête jacobine. [3] Le gouvernement révolutionnaire.—**3. ptie.** t. IX–XI. Le régime moderne. t. [XII] Index général.

168 Notes. Add notes when necessary to explain the title or to correct any misapprehension to which it might lead, and also to supply essential information about the author and bibliographical details not given in the title, imprint, or collation.

Notes are to be in English, except quotations from foreign sources, which are to be given preferably in the original. The source of the quotation is always to be specified, and the original punctuation, spelling, etc. to be preserved, even if it conflicts with other ruling.

Notes may be used to cover the following points: bibliographies, authorities, etc., pseudonyms and anonyms, sequels, variations in title, editors and translators, editions, various places, publishers, or dates, reprints, languages of the

* In special cases, where such arrangement has decided advantages, contents may be arranged alphabetically by names of authors or subjects.

text, source of the book if first published serially, no more published, imperfections in copy, bound with something else.*

(Cutter, 284)

Aimard, Gustave. The border rifles, a narrative; by Gustave Aimard ... Rev. and ed. by Percy B. St. John.
Translation of Les rôdeurs des frontières.
Sequel of Trappers of Arkansas. Sequel: The freebooters.
Added entry: **St. John, Percy Bolingbroke,** *ed.*

Rae, John. The sociological theory of capital; being a complete reprint of the New principles of political economy, 1834, by John Rae ... Ed., with biographical sketch and notes, by Charles Whitney Mixter ...
Originally published under title: Statement of some new principles on the subject of political economy, exposing the fallacies of the system of free trade, and of some other doctrines maintained in the "Wealth of nations."
Added entry: **Mixter, Charles Whitney,** *ed.*

169 Added entries. In addition to those specified in previous rules, make added entries for the titles of all novels and plays and of poems likely to be remembered by their titles; for other striking titles; for editors; and in all cases where an added entry will insure the ready finding of the book. (Cutter, 135, 148–150, 153–155. Eclectic, 301–309, 315–319)

The number of added entries will depend upon the character of the library. In a card catalog which uses printed cards chiefly or exclusively, added entries frequently take the place of references. As these entries are made by writing the headings at the top of the printed cards, a full entry appears under each heading; in a written catalog, on the other hand, added entries are generally abbreviated. (*cf.* p. 78, Sample cards)

170 Analytical entries. Analytical entries under author or title may be made for distinct parts of works or collections, whether with or without separate title-pages. (Cutter, 193–196, 241, 275)

171 References. References should be freely made from alternative forms to the form of heading chosen, *e. g.* when an author, personal or corporate, has been known by more than one name, refer from the name or names not used as heading to the one selected.

Lubbock, *Sir* John, *see* Avebury, John Lubbock, *1st baron.*
Columbian university, *Washington, see* George Washington university.

Specific directions are given in the preceding rules. *cf. also* 169 and Cutter, 110, 285–286.

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* The following order is usually adopted by the Library of Congress for its printed cards:
1 Series note (in parenthesis) immediately after collation.
2 Descriptive and bibliographical notes.
a) Physical description: collation, etc., *e. g.*
Paged continuously.
Illustrations.
Large paper.
Limited edition.
b) Literary form and notes explaining the title, *e. g.*
Poems.
Drama.
c) Notes on authorship, editors, etc.
d) Bibliographical history of the book, *e. g.*
Relation to other editions.
Original issue.
No more published.
e) Partial contents, as
Bibliography: p. —
Appendix: p. —
f) Contents.

CAPITALS, PUNCTUATION, FIGURES

172 Capitals. Initial capital letters are to be used for names of persons, personifications, places, and bodies, for substitutes for proper names, and for adjectives derived from these names; for the first word of the title of a book; in title entries (anonymous works, periodicals, etc.) for the second word of the title if the first is an article. In all doubtful cases avoid the use of capitals. In foreign languages follow the local practice.

For libraries which desire a more specific statement the following revision of the Library of Congress rules on the use of capitals, printed as Appendix I in the Advance edition of 1902, may be of service.

a) Capitalize the first word of every sentence, every title occurring on the title-page, every title quoted, and every alternative title introduced by "or" or its equivalent. In quoting titles of serials like the Nation, the Times, la Revue philanthropique, capitalize not the article but the word following.

Soldiers three, The story of the Gadsbys, In black and white; by Rudyard Kipling.
Selections from the Idylls of the king.
Palmer's index to the Times newspaper.

b) Capitalize the word following an initial article in serials and collections, when entered under title.*

The Quarterly journal of economics.
A Hundred merry tales.

c) Capitalize all proper names, as names of persons, places, etc., except those otherwise provided for in these rules.

Richard Roe, North America, etc.

d) Adjectives used substantively to denote a race or individual members of a race or people are to be capitalized in the chief European languages, exceptions being Spanish, Portuguese, and the Scandinavian languages.

the English, une Française, gli Italiani; *but* los españoles, danskerne, tyskarne.

e) In English, when a geographic name consists of a distinctive and a generic word, capitalize both.†

Mississippi River, Bay of Fundy, District of Columbia, Suffolk County, Adirondack Mountains, Lake Ontario.

When, however, the generic word precedes and does not form an integral part of the commonly used form of the name, it is not to be capitalized.

city of Boston, state of Michigan.

f) Capitalize designations in common use as substitutes for names of places, and the terms North, East, etc. when used alone to denote a definite region.

the Empire state, the Middle kingdom, la terre Jaune, l'empire du Milieu, the West.

g) Adjectives derived from geographical names are to be capitalized in English and Dutch only.

the Austrian succession, de Indische fabel; *but* rheinische schiffahrt, la société parisienne.

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* In the titles of anonymous books the word following an initial article is not capitalized, but is printed in bold-face type.

† In names of streets, avenues, squares, and similar designations the generic word is not as a rule to be capitalized.

Exceptions:

1 Do not capitalize geographical adjectives that have lost their original signification.

india ink, gum arabic, roman numerals.

2 Capitalize the German indeclinable adjectives ending in *er*.

die Naunheimer mundart.

3 Capitalize adjectives used alone in place of the full names of buildings, institutions, etc.

la Vaticana, la Palatina, etc.

h) Capitalize names of languages in English and Dutch only.

French, Maleisch; *but* français, deutsch.

i) Adjectives derived from names of persons — unless used in a generic sense — are to be capitalized in English and Dutch. In other languages follow local usage.

Machiavellian theories, Riemannsch oppervlak; *but* epicurean tastes, Società dantesca italiana.

j) Capitalize by-names affixed to and epithets standing in place of names of persons.

Gregorius Turonensis, Alexander the Great, Friedrich Barbarossa, Julianus Apostata, the Pretender.

k) In English and Dutch, capitalize titles of honor and distinction immediately preceding or standing instead of a person's name. They are not to be capitalized when placed after the name. In French, German, Italian, Spanish, and the Scandinavian languages such titles are to begin with a small letter whether they precede or follow the name.

Saint Luke, Earl Spencer, Lieutenant-General Grant, Bishop of Albany, Kolonel Sloterdijk; *but* John Stanley, earl of Derby, sainte Brigitte, le duc de Guise, l'abate Antonio Coppi, Otto fürst von Bismarck.

Abbreviations of titles of honor or distinction preceding personal names are to be capitalized in English, French, Dutch, and Spanish only.

the Rt. Rev. Phillips Brooks, le Cte. Weil, Ste. Brigitte, Jonkhr. W. de Rivecourt, M. R. P. Fr. Bartolomé Álvarez del Manzano; *but* il prof. Turello, priv.-doz. Rohrer.

l) Capitalize titles of address, whether written in full or abbreviated, except in German and the Scandinavian languages.

Monsieur, Madame, Signor, Señor, Don, Donna, Mrs., Mlle.; *but* herr, fröken, fru, jomfru.

m) Capitalize the first word not an article of the names of societies and other organized bodies, as government departments, legislative bodies, commissions, etc. In heading and imprint capitalize both the initial article and the following word.

the General court.
A history of the Century co.
New York, The Century co., 1899.

When, however, the first portion of the name consists of an abbreviation like I., K., R., etc. (the honorary designations frequently prefixed to names of foreign societies and academies) proceed as follows:

a) *In title, imprint, notes, and contents.*

Capitalize the word following the titular designation when the latter consists of a single-letter abbreviation, *e. g.* K., I., R., or K. K.

R. Accademia delle scienze di Torino.
K. K. Akademie der bildenden künste.
N. Ö. Gewerb-verein.

If the abbreviation consists of more than one letter do not capitalize the word following.

Kgl. sächs. ministerium des innern.
Königl. bayr. akademie der wissenschaften.
Grossherzogl. badische hof- und landesbibliothek.
Nied. österr. gewerb-verein.

b) *In headings.*

Always capitalize the word following the abbreviation.

K. Akademie der wissenschaften, *Munich.*
Karlsruhe, Grossh. Badische hof- und landesbibliothek.

n) Capitalize in English the first word of the names of buildings, monuments, etc. In foreign languages follow local usage.

Assembly hall, Peace monument, l'Hôtel de ville de Paris, tour des Ventes.

o) Capitalize in names of societies and other bodies, and in names of streets, buildings, monuments, etc., all arbitrary, fanciful, or otherwise purely individual epithets, including such words as have lost their original meaning.

Star and Garter inn, Court of Oyer and Terminer, Covent Garden (the theater), Inner Temple.

p) Capitalize names of months, days of the week, etc., in English and Dutch only; also nouns denoting partisans of sects, religious orders, political parties, etc., and adjectives derived from them.

Maandag, Baptists, Trappist, Whigs; *but* samedi le 29 avril, janseniste, benedettino.

Names of noted events and periods are not to be capitalized.

middle ages, civil war, reformation.

q) When occurring in the Latin nominative case, scientific names of subgenera, genera, and all higher divisions in zoology and botany are to be capitalized, but names of species and varieties are not to be capitalized. All zoological and botanical names in the Latin nominative case are to be italicized. Scientific names popularly used are to take capitals and italics when they are names of divisions of the animal or vegetable kingdom, as *Mammalia*, *Fungi*, and not mere group names unrecognized in scientific nomenclature, as "cacti."

Lilium grayi, not *Lilium Grayi.*
Salvinia natans, but De salvinia natante.
The genus *Stereocaulon*, but De stereocaulis.
Genus *Hypnum*, subgenus *Amblystegium.*
Loasaceae, but loasaceen.
Rosaceae, but rosacées.

r) Do not capitalize common nouns in any language even when national usage prescribes it.

173 Punctuation. The punctuation of the title-page is generally to be followed; if there is no punctuation it is to be supplied. As far as possible, the use of two points together is to be avoided.

In case of doubt follow De Vinne's "Correct composition," or Bigelow's "Punctuation."

Accents. Supply accents in Greek titles, in French titles after 1800, and in titles in other languages when essential.

Brackets. Additions to the title or to the imprint should be inclosed in square brackets [ ]*

If the author's name is not given on the title-page, it should be bracketed in the heading; but if it appears on the title-page, and is included in the catalog entry, names or parts of names supplied in the heading need not be bracketed.

In the series note, when the information is obtained from a publisher's list in the book or from outside sources, use brackets instead of parentheses.

Parentheses. Parentheses are used to signify inclusion, as in the case of series notes and analytical references; also to indicate the maiden names of married women.

Dash. The dash (–) is used to connect numbers, signifying "to and including," *e. g.* 1876–1886. Following a number it signifies continuation, *e. g.* 1900–

A longer dash (—) is used to separate items of contents.

A single dash or indent indicates the omission of the preceding heading; a subsequent dash or indent indicates the omission of a title.

Marks of omission. Marks of omission (...) are used to indicate omissions from the title.

Interrogation point. The interrogation point following a word, date, initial, or other item of the entry, signifies doubtful or probable.

Exclamation point. The exclamation point is used on printed cards to indicate misprints or obvious errors in spelling. In a written card catalog dots below (...) the letter or word are used for the same purpose.

Period. The period is used (a) for abbreviations, but not after 1st, 2d, 3d, 4th, etc.; (b) at the end of sentences or groups of items (*e. g.* in collation) when they end with no other point; (c) to separate the main heading from the subheading; (d) in contents (followed by a dash) to separate items.

Semicolon. A semicolon is ordinarily used to separate the title proper from the phrase relating to the editor, translator, etc.

174 Figures. Use arabic figures rather than roman.

In *headings* roman numerals are to be used after the names of sovereigns, princes, and popes.

Richard III, Leo XIII.

In *titles* follow the title-page, except in specifying edition, when arabic figures may be used.

8th ed.; *not* Eighth ed.

In *imprint* follow rule 155.

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* On the Library of Congress printed cards angle brackets < > are used for purposes of distinction to indicate brackets actually occurring on the title-page.

In *collation* give paging, plates, etc. in arabic or roman figures according to the notation used in the book.

In *contents* arabic figures are generally to be used for the designation of volumes, parts, etc.,* unless roman figures have been employed for the purpose of distinguishing between volumes and parts, bände and abteilungen, etc.

For explanation of numerals, dates, and chronograms *see* Brown's Manual of practical bibliography; Power's Handy-book about books; Wheatley's How to catalogue a library; Hilton's Chronograms; Rouveyre's Connaissances nécessaires à un bibliophile, 5th ed., v. 2, and other authorities.

* Library of Congress follows the form given in the book.

APPENDIX 1

ABBREVIATIONS

The following list is not intended to be complete. It does not include the ordinary abbreviations for names of states, titles of honor, etc., which can be easily ascertained by referring to the authorities mentioned below.

The ordinary abbreviations for states and countries may be used in a heading if they do not stand at the beginning.

Words in the title proper are not to be abbreviated. Certain abbreviations, indicated in the following list, may be used in the second part of the title (referred to below as "edition") Abbreviations which appear on the title-page are not to be changed.

In a written card catalog abbreviations may be used more frequently than is desirable for printed cards.

		Where to be used
abteilung, abtheilung	abt., abth.	series, notes, contents
Anno Domini	A. D.	heading, notes
appendix	app.*	series, notes, contents
archbishop	abp.	heading
auflage	aufl.	edition, notes
augmented	augm.*	edition
ausgabe	ausg.	edition, notes
band	bd.*	series, notes, contents
baronet	bart.	heading
bearbeitet	bearb.*	edition
Before Christ	B. C.	heading, notes
bishop	bp.	heading
born	b.	heading
century	cent.	heading
chapter	chap.	notes
circa	ca.	heading, notes
collector	col.	heading
colored	col.	collation
columns	col.	collation
compiled	comp.*	edition, notes
compiler	comp.	heading
confer (compare)	cf.	notes
Congress	Cong.	heading, series (*e. g.* 49th Cong., 2d sess.)
copyright	c (superior)	imprint (*e. g.* ^{c} 1878)
corrected	cor.*	edition
County	Co.	heading, notes
department	dept.	heading, imprint, series, notes
diagram, –s	diagr., diagrs.	collation
died	d.	heading
dissertation	diss.	note for dissertations
document	doc.	series, notes, (for public documents)
edited	ed.*	edition, series, notes
edition	ed.*	edition, notes
édition	éd.	edition, notes
editor	ed.	heading

* The same abbreviation may be used for the corresponding word in another language when the abbreviation commonly used in that language has the same spelling, *e. g.*, augm. for augmentée, impr. for imprenta, pub. for publié, tr. for traduit, etc., etc.

engraved title-page	engr. t.-p.	notes
engraver	engr.	heading
enlarged	enl.	edition
facsimile, –s	facsim., facsims.	collation
fascicle, – s	fasc.*	series, notes, contents
folded	fold.	collation
folio, – s	fol.	collation
frontispiece, – s	front., fronts.	collation, notes
genealogical	geneal.	collation
Government printing office	Govt. print. off.	imprint
heft	hft.*	series, notes, contents
herausgegeben	hrsg.	edition, series, notes
His (Her) Majesty's Stationery office	H. M. Stationery off.	imprint
id est	i. e.	heading, collation, notes
illustration, – s	illus.	collation
illustrator	illus.	heading
imprimerie	impr.*	imprint
inaugural-dissertation	inaug.-diss.	note for dissertations
including	incl.	collation
introduction	introd.	notes
introductory	introd.	notes
junior	jr.	heading, notes
leaf, leaves	l.	collation
lieferung	lfg.	series, notes, contents
livraison	livr.	series, notes, contents
manuscript, – s	ms., mss.	heading, notes
miscellaneous document	misc. doc.	series, notes, (for public documents)
narrow	nar.	collation
neue folge	n.f.*	series, notes
new series	n.s.* *or* new ser.	series, notes
no date of publication	n.d.	imprint
no place of publication	n.p.	imprint
nouvelle	nouv.	edition
number, – s	no.*	series, notes, contents
numbered	numb.	collation
oblong	obl.	collation
page, – s	p.*	collation, notes
part, – s	pt.	series, notes, contents
partie	ptie.	series, notes, contents
photograph, – s	phot., photos.	collation
portrait, – s	port., ports.	collation
preface	pref.	imprint, notes
president	pres.	heading
privately printed	priv. print.	imprint
pseudonym	pseud.	heading
published	pub.*	edition, series, notes
publisher	pub.	heading
regiment	regt.	heading
report	rept.	series, notes, (for public documents)
revised	rev.*	edition, notes
senior	sr.	heading, notes
série	sér.	series, notes, contents
series	ser.	series, notes, contents
signature, – s	sig.	notes
square	sq.	collation
superintendent	supt.	heading
supplement	suppl.*	series, notes, contents
table	tab.	collation
teil, theil	t., th.	series, notes, contents
title-page	t.-p.	series, notes
tome	t.*	series, notes, contents

* The same abbreviation may be used for the corresponding word in another language when the abbreviation commonly used in that language has the same spelling, *e. g.*, augm. for augmentée, impr. for imprenta, pub. for publié, tr. for traduit, etc., etc.

translated	tr.*	edition, notes
translator	tr.	heading
typographie	typ.	imprint
übersetzt, uebersetzt	übers., uebers.	edition, notes
umgearbeitet	umgearb.	edition
verbesserte	verb.	edition
vermehrte	verm.	edition
volume, – s	v.	collation, series, notes, contents
Volume, – s	Vol.	notes (at beginning)
versus	vs.	heading

For additional abbreviations see Cutter, Rules for a dictionary catalog, 4th ed., p. 157–164; Library school rules, p. 35–39, or Simplified Library school rules, p. 71–77; Library journal, 1887, p. 187–192 (Woodruff)

* The same abbreviation may be used for the corresponding word in another language when the abbreviation commonly used in that language has the same spelling, *e. g.*, augm. for augmentée, impr. for imprenta, pub. for publié, tr. for traduit, etc., etc.

APPENDIX 2

REPORT OF THE A. L. A. TRANSLITERATION COMMITTEE

This Report was made to the American Library Association in 1885, and printed in the Proceedings of the Lake George Conference, and in the *Library Journal*, 10: 302–8.

In determining the principles of transliteration it must be remembered that a catalog is not a learned treatise intended for special scholars, and bound to an erudite consistency, at whatever cost of convenience. It is simply a key to open the doors of knowledge to a partly ignorant and partly learned public, and it is very important that such a key should turn easily. A good catalog, therefore, will be a compromise between the claims of learning and logic on the one hand, and of ignorance, error, and custom on the other. Speaking generally, that form of name must be chosen with which people now are, *and in the future will be*, most familiar. This reference to the future is important. The catalog must not be in advance of its age; but, on the other hand, it will not be well that it should be behind the next generation. If, therefore, there is an evident current of progress in any direction the makers of the catalog will do well to be a little before the present practice, in the hope that the world will soon catch up with them, not to pass them before the catalog itself has been superseded by another. The larger the catalog, therefore, and the less likely to be soon reprinted, the more may it venture to be ahead of the times. Nevertheless the maker will do well to remember that the future is very uncertain.

One evident current of progress there is,— in favor of adopting the continental value of the vowels, representing the *ou* sound, for instance, not by *ou* nor by *oo* (as does Dr. Thomas), but by *u*; writing, therefore, Butan, not Boutan nor Bootan, Turgenef and not Tourgueneff; using also *a* and not *ah* for the sound of *a* in father, papa (speaking as a New Englander); using the *i* for the English *e* sound; and giving what are unfortunately called the corresponding short sounds by doubling the following consonant; thus N$\bar{a}$n$\bar{a}$ would be spelt with one n, but Nanny with two. This tendency, which has been gathering strength for some time, has at last received the sanction of an influential body, the Royal Geographical Society, and can be followed with safety.

The following notes are taken mostly from Mr. Heilprin's articles in the *Nation:*

1 For ancient *Greek* names use the Latin forms, *e. g.* Homerus not Homeros, Plato not Platon, Philippus not Philippos. But where two forms are in common use choose that which is nearest the Greek.

2 For *Egyptian* names known to us through the Greek, both the Greek and the Egyptian forms (as Cheops and Shufu) should be given, with a reference from the one which is not chosen for the main entry.

3 *Biblical* names are to be written as we find them in the English Bible, and the names of post-Biblical Jews, if derived from the Scriptures, should retain their Anglicized form. On the other hand, a strict transliteration is demanded of rabbinical and other more or less pure Hebrew names which are not taken from Scriptures, and therefore have no popular English forms, to which, again, there is an exception in the case of a few celebrated Jewish authors, as Maimonides, where an un-Hebrew form has been fully adopted in English literature.

East *Indian* names have such long-accepted forms that it might well be doubted whether it will do to use any others. Cashmere, Mooltan, Jellaleddin, Punjaub, have taken their places in literature and in the popular mind. Nevertheless, as the better system which writes Kashmir, Multan, Jalal ud Din, Punjab, is now adopted in most histories, in all official documents, among others in Hunter's great statistical dictionary of Bengal, it is evident that it is the coming method, and, in accordance with the principles already laid down, we are inclined to recommend this spelling rather than the clumsy English fashion of the last generation.

All other *Asiatic* and *African* names should be transliterated according to the rules of the Royal Geographical Society, which we quote here from their Proceedings for August, 1885 (p. 535, 536).

The Council of the Royal Geographical Society have adopted the following rules for such geographical names as are not, in the countries to which they belong, written in the roman character. These rules are identical with those adopted for the Admiralty charts, and will henceforth be used in all publications of the society:—

1 No change will be made in the orthography of foreign names in countries which use roman letters: thus, Spanish, Portuguese, Dutch, etc. names will be spelled as by the respective nations.

2 Neither will any change be made in the spelling of such names in languages which are not written in roman characters as have become by long usage familiar to English readers: thus, Calcutta, Cutch, Celebes, Mecca, etc. will be retained in their present form.

3 The true sound of the word, as locally pronounced, will be taken as the basis of the spelling.

4 An approximation, however, to the sound is alone aimed at. A system which would attempt to represent the more delicate inflections of sound and accent would be so complicated as only to defeat itself.

5 The broad features of the system are, that vowels are pronounced as in Italian and consonants as in English.

6 One accent only is used — the acute — to denote the syllable on which stress is laid.

7 Every letter is pronounced. When two vowels come together each one is sounded, though the result, when spoken quickly, is sometimes scarcely to be distinguished from a single sound, as in *ai*, *au*, *ei*.

8 Indian names are accepted as spelt in Hunter's Gazetteer.

The amplification of the rules is given below:

Letters	Pronunciation and remarks	Examples
a	*ah, a* as in *father*	Java, Banána
e	*eh, e* as in *benefit*	Tel-el-Kebír, Oléleh, Yezo, Medina, Levúka, Peru
i	English *e; i* as in *ravine;* the sound of *ee* in *beet.* Thus, not *Feejee,* but	Fiji, Hindi
o	*o* as in *mote*	Tokio
u	long *u,* as in *flute;* the sound of *oo* in *boot.* Thus, not *Zooloo,* but	Zulu, Sumatra
	All vowels are shortened in sound by doubling the following consonant. Doubling of a vowel is only necessary where there is a distinct repetition of the single sound	Yarra, Tanna, Mecca, Jidda, Bonny; Nuulúa, Oosima
ai	English *i* as in *ice*	Shanghai
au	*ow* as in *how.* Thus, not *Foochow,* but	Fuchau
ao	is slightly different from above	Macao
ei	is the sound of the two Italian vowels, but is frequently slurred over, when it is scarcely to be distinguished from *ey* in the English *they*	Beirút, Beilú
b	English *b*	
c	is always soft, but is so nearly the sound of *s* that it should be seldom used. (If *Celebes* were not already recognized it would be written *Selebes*)	Celebes
ch	is always soft as in *church*	Chingchin
d	English *d*	
f	English *f. ph* should not be used for the sound of *f.* Thus, not *Haiphong,* but	Haifong, Nafa
g	is always hard. (Soft *g* is given by *j*)	Galápagos
h	is always pronounced when inserted	
j	English *j. Dj* should never be put for this sound	Japan, Jinchuen
k	English *k.* It should always be put for the hard *c.* Thus, not *Corea,* but	Korea
kh	the Oriental guttural	Xhan
gh	is another guttural, as in the Turkish	Dagh, Ghazi
l, m, n	as in English	
ng	has two separate sounds, the one hard as in the English word *finger,* the other as in *singer.* As these two sounds are rarely employed in the same locality, no attempt is made to distinguish between them	
p	as in English	
q	should never be employed; *qu* is given as *kw*	Kwangtung
r, s, t, v, w, x	as in English	Sawákin
y	is always a consonant, as in *yard,* and therefore should never be used as a terminal, *i* or *e* being substituted. Thus, not *Mikindány* but Mikindáni, not Kwaiy, but Kwale	Mikindáni; Zulu
z	English *z*	
	Accents should not generally be used, but when there is a very decided emphatic syllable or stress, which affects the sound of the word, it should be marked by an *acute* accent	Tongatábu, Galápagos, Palawan, Saráwak

A few points need to be emphasized. Of course the consonantal sound in *itch* should never be expressed in transliteration by the Polish *cz*, nor by the German *tsch*. *Tch* has been much used for this sound; but the *t* is hardly necessary if, as the Geographical Society recommend, *ch* is always used with this sound only and never with the sound *sh*. Of course there is no reason why *ch* should be used in foreign names with the sound *sh* any more than *j* with the sound *zh*. All that was needed to prevent ambiguity was for some competent authority to make a rule; and these rules of the Geographical Society will no doubt soon be copied into all manuals and followed by the majority. In this connection we express our regret that a new edition of Dr. Thomas's excellent Dictionary of Biography continues to give his support to what we believe is an obsolescent system of transliteration.

Nor should the consonantal sound in *judge* be rendered by the English *dg*, nor the French *dj*, nor the German *dsch*, but by *j* alone. Likewise the consonantal

sound in *she* is not to be written after the French style, *ch*, nor as the Germans do, *sch*. The sound which the French transliterate by *j* we must express by *zh* (*e. g.* Nizhni Novgorod). *Tz* is best used in Semitic and Slavic names, and *ts* in Japanese and Chinese. For the Semitic "yod" *y* is the proper equivalent, and not the German *j*. But after a consonant in the same syllable it is usual to change the *y* to *i* (Biela not Byela), and in Russian names *ai*, *ei*, *oi*, *ui* are used instead of *ay*, *ey*, *oy*, *uy* (Alexei not Alexey). After *i* the *y* is dropped (Dobni not Dobniy). W is to be used rather than *i* in Arabic names (*e. g.* Moawiyah). But the Russian, Serb, Bulgarian, and Wallach contain no such sound or letter as *w*, and we must write Paskevitch, Vasili, not as do the Germans, Paskewitch, Wasili. In the last syllable of names of places (Azov, Kiev) *ev* and *ov* are to be used, because the Russians use the corresponding letter, though they pronounce *ef* and *of* (in the nominative cases). But in the last syllable of family names, similarly pronounced, *of* and *ef* may be used, because the Russians sign their names *off* and *eff* when using roman characters. The last *f*, which they use, may be omitted as being plainly not required to express the sound, and not corresponding to the Russian character. *Kh* represents the full guttural, which the Germans make *ch* and the Spanish *j* in Slavic and Oriental names. *H* answers to the softer guttural as well as to the Hebrew *he*. *K* answers to the Semitic *kaph* and *koph*.

The use of *ei* for the sound of *a* in fate, *ea* in great, *ai* in trait, is not altogether satisfactory. It is not easy to see why *e* was not used to represent this sound, and the short *e*, like the short *a*, *i*, *o*, and *u*, indicated by doubling the following consonant, as Yeddo, Meddina.

The general rule, then, is to use the consonants with their English value, the vowels with their continental, or, to speak more exactly, their German and Italian value, for the French value of *u* should never be used, and the short French *a* requires of us a doubled consonant after it. Their *ou* and our *oo* is quite unnecessary to express the sound of the last syllable of Timbuctu or Khartum.

C: A. Cutter
C. B. Tillinghast
W: C. Lane
Michael Heilprin

Semitic transliteration*

Arabi	Hebrew	Syriac	Ethiopic	English
ا	א	ܐ	አ	
ب	ב	ܒ	በ	b
ت	ת	ܬ	ተ	t
ث	"	"		ṯ (th in thin)
ج (j)	ג (g)	ܓ (g)	ገ (g)	j in Arabic, elsewhere g
ح			ሐ	ḥ
خ	ח	ܚ	ኀ	ḫ
د	ד	ܕ	ደ	d
ذ	"	"		ḏ (th in this)
ر	ר	ܪ	ረ	r
ز	ז	ܙ	ዘ	z
س	ס	ܣ	ሰ	s
	שׂ			ṡ
ش	שׁ	ܫ	ሠ	š (sh)
ص	צ (ץ)	ܨ	ጸ	ṣ
ض			ፀ	ḍ
ط	ט	ܛ	ጠ	ṭ
ظ				ẓ
ع	ע	ܥ	ዐ	ʿ
غ				ġ
ف	פ (ף)	ܦ	ፈ (f) ፐ (p) ጰ (p)	f (Hebrew and Syriac p or f)
ق	ק	ܩ	ቀ	ḳ or q
ك	כ (ך)	ܟ	ከ	k
ل	ל	ܠ	ለ	l
م	מ (ם)	ܡ	መ	m
ن	נ (ן)	ܢ	ነ	n
ه	ה	ܗ	ሀ	h
و	ו	ܘ	ወ	w
ى	י	ܝ	የ	y

*Table furnished to the Committee by Prof. C. H. Toy of Harvard University.

For the transliteration of Hebrew and Arabic, use the system indicated in the Jewish Encyclopædia v. 2, N. Y., 1902, p. ix-x.

Sanskrit. Standard system of transliteration *

Vowels			Consonants					
nitial	Non-initial		surd	surd aspirate	sonant	sonant aspirate	nasal	
अ	*	a	क	ख	ग	घ	ङ	gutturals 1
आ	ा	ā	k	kh	g	gh	ṅ	
इ	ि	i						
ई	ी	ī	च	छ	ज	झ	ञ	palatals 2
			c	ch	j	jh	ñ	
उ	ु	u						
ऊ	ू	ū						
ऋ	ृ	ṛ	ट	ठ	ड	ढ	ण	linguals 3
			ṭ	ṭh	ḍ	ḍh	ṇ	
ॠ	ॄ	ṝ						
ऌ	ॅ	ḷ						
ए	े	e	त	थ	द	ध	न	dentals 4
			t	th	d	dh	n	
ऐ	ै	āi						
ओ	ो	o	प	फ	ब	भ	म	labials 5
औ	ौ	āu	p	ph	b	bh	m	
			य	र	ल	व		semi-vowels
			y	r	l	v		
			श	ष	स	ह		three sibilants and aspiration
			ç	ṣ	s	h		

* Unless some other non-initial vowel is written, short *a* is always implied.

* Table furnished to the Committee by Prof. C. R. Lanman of Harvard University.

Professor Lanman remarks on his table:

1 It will be observed that each of the five rows numbered 1 to 5 consists of five letters; the second and fourth in each, *i. e.* the aspirates, are often written, especially in older works, thus, *k'*, *g'*, *c'*, *j'*, *ṭ'*, *ḍ'*, *t'*, *d'*, *p'*, *b'*; that is, the rough breathing takes the place of the *h*.

2 Write long vowels with a macron, thus, *ā*, *ī*, *ū*, *r̄*, and not with a circumflex.

3 Wherever you find the combination *ṛi*, with a dot under the *r*, reduce it to simple *ṛ*, since it is a simple unitary sound.

4 The palatals (row 2) are often written by means of the gutturals and an accent: thus, we find *k'* *k'h* *g'* *g'h* for *c* *ch* *j* *jh*, and in some German books *c* (which has the sound of *ch* in *church*) is written *tsch*, and *j* (=*j* in *judge*) in like manner *dsch*. Further, *c* and *ch* are written in some English works as *ch* and *cch*, a useless waste of labor.

5 When the third palatal is written by *ġ*, it is common among the Germans to write the first semi-vowel by *j*. The last semi-vowel is often written *w* (instead of *v*).

6 The transliteration of the *first two sibilants* is very fluctuating. My *ç* is written *ś* by Monier Williams in his dictionary.

The second sibilant is often written *sh*, sometimes *ś*, by me as *ṣ*, like the other linguals.

7 Finally an *s* at the end of a Sanskrit word is converted into an aspiration called *visarga*, and written thus :, and in transliteration is written in this manner, *ḥ*. The nasality of a vowel is marked by *ṅ* or *ṁ* which appears in the Sanskrit as a dot above the body of the consonant.

For a brief and lucid discussion of these matters and a defense of the system of Professor Whitney, of Yale, which is followed in his grammar and in Lanman's reader, see the Proceedings of the American Oriental Society, October, 1880, p. xvii (reprinted in its Journal, vol. 11, p. li-liv).

REPORT OF A. L. A. COMMITTEE ON TRANSLITERATION OF SLAVIC LANGUAGES

Presented at the Montreal meeting of the American Library Association, June 11, 1900.

The committee appointed by the American Library Association to propose a scheme for the transliteration of the Slavic alphabets, after having examined the systems in use in the principal libraries and scientific periodicals, offers the following as the result of its labors. It seems at present impossible to offer a strictly scientific scheme; recognition must be made of custom prevalent in the large libraries of this country and Europe. The committee has taken for a base the Latin alphabet of the Croatians with some variations, and the substitution of *i* for *j*. Alternatives are suggested for use in any libraries which deem it inadvisable to employ special accented characters.

S. A. Chevalier, *Chairman*
Archibald Cary Coolidge } *Committee*
A. V. Babine

Slavic Transliteration

		Serbo-Croatian
А = A	Т = T	J = J, I
Б = B	У = U	џ = Dž, Dzh
В = V	Ф = F	ќ = Ć
Г = G*	Х = H†, Kh	ч = Dj, Di
Д = D	Ц = C†, Ts	љ = Lj, Li
Е = E	Ч = Č†, Tch	њ = Nj, Ni
Ж = Ž†, Zh	Ш = Š†, Sh	——
З = Z	Щ = Šč†, Shtch	Old Bulgarian after Leskien, Handbuch... 2. auflage, 1886, allowing variants according to the preceding scheme, and substituting i for German j
И = I	Ъ = disregard	
І = I	Ы = Y	
Й = Ĭ	Ь = ′ or ’ or disregard	
К = K	Ѣ = Ie, E	
Л = L	Э = E	
М = M	Ю = Iu, U	
Н = N	Я = Ia	
О = O	Ѳ = F, Th	
П = P	Ѵ = Y	
Р = R		
С = S		

* In foreign names, instead of G for Г, follow the original spelling.

† The characters Ž, H, C, Č, and Š represent the Serbo-Croatian method of transliterating Ж, Х, Ц, Ч, and Ш. For English-speaking people we should undoubtedly prefer Zh, Kh, Ts, Tch, and Sh.

LIBRARY OF CONGRESS SUPPLEMENTARY RULES 10–11

Russian transliteration*

А а *a*	І і *ī*	С с *s*	Ъ ъ Final, disregarded. In middle, *"*
Б б *b*	Й й *ĭ*	Т т *t*	Ы ы *y*
В в *v*	К к *k*	У у *u*	Ь ь *'*
Г г *g*	Л л *l*	Ф ф *f*	Ѣ ѣ *ĕ*
Д д *d*	М м *m*	Х х *kh*	Э э *è*
Е е *e*	Н н *n*	Ц ц *ts*	Ю ю *û*
Ж ж *zh*	О о *o*	Ч ч *ch*	Я я *â*
З з *z*	П п *p*	Ш ш *sh*	Ѳ ѳ *f*
И и *i*	Р р *r*	Щ щ *shch*	Ѵ ѵ *y*

Note. Russian transliterated forms of foreign names (more particularly those of Western European origin) are not to be retransliterated in accordance with this rule, but are to be given in the original form.

Hertzen, *not* Gertsen.
Rubinstein, *not* Rubinshtein.

Modern Greek transliteration †

Α, α = A, a	Κ, κ = K, k	Ῥ, ῥ = Rh, rh (see note)
Β, β = B, b (see note)	Λ, λ = L, l	Σ, σ = S, s
Γ, γ = G, g (γ before γ, κ, χ = n)	Μ, μ = M, m	Τ, τ = T, t
Δ, δ = D, d	Ν, ν = N, n	Υ, υ = Y, y
Ε, ε = E, e	Ξ, ξ = X, x	Φ, φ = Ph, ph
Ζ, ζ = Z, z	Ο, ο = O, o	Χ, χ = Ch, ch (see note)
Η, η = Ē, ē (see note)	Π, π = P, p (see note)	Ψ, ψ = Ps, ps
Θ, θ = Th, th	Ρ, ρ = R, r	Ω, ω = Ō, ō
Ι, ι = I, i		

Αι, αι = Ai, ai	Αϋ, αϋ = Ay, ay	Ηυ, ηυ = Ēu, ēu
Αυ, αυ = Au, au	Ευ, ευ = Eu, eu	Ου, ου = Ou, ou

Spiritus asper (῾) = h; *e. g.* Ἑταιρία = Hetairia.

Note. Certain exceptions are reserved. Names of Greek writers who have published books in any of the western European languages and are better known under a form of name transliterated differently may be given in that form. The exceptions involve chiefly the transliteration of the following letters:

1 Β, β transliterated by V, v.
2 Ῥ, ῥ transliterated by R, r only.
3 Χ, χ transliterated by H, h.
4 Η, η transliterated by I, i.
5 π (after μ) transliterated by b.

e. g. Βλάχος = Vlachos; Ῥαγκαβῆς = Rankabēs (Rangabé); Χαραλάμπης = Haralambis.

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* Rule 10, printed Jan. 26, 1905.
† Rule 11, printed Jan. 26, 1905.

APPENDIX 3

SAMPLE CARDS

A few typical examples are given here to show possible variations in style and arrangement of matter, both of printed and of type-written (or manuscript) cards. In the examples indicated by an asterisk the printed part of the card is in the form used by the Library of Congress, and is the form which the Committee practically recommends, in order to secure as great a degree of uniformity as possible. Examples illustrating any given rule have been inserted in the body of the work, immediately after the rule concerned.

MAIN ENTRY CARDS

Note variations in typography of heading and collation, also position of collation, series note, shelf mark, and first word of title. The second sample illustrates the bracketing of forenames when the form of name as given on the title-page of the book is not quoted on the card.

*

Maynadier, Gustavus Howard, 1866– **12482.11.5**

The wife of Bath's tale; its sources and analogues, by G. H. Maynadier ... London, D. Nutt, 1901.

xii, 222 p. diagr. 20cm. (*Half-title:* Grimm library. no. 13)

12482.11.5 **Maynadier,** G[ustavus] H[oward] The wife of Bath's tale; its sources and analogues. London, *D. Nutt,* 1901. xii, 222 p. diagr. 20cm. (GRIMM library, 13)

Ju83
J64 Johnston, Alexander.
American political history, 1763-1876... Ed. and supplemented by J. A. Woodburn... Pt. 1. N.Y., Putnam, 1905. 22cm.

---

* Library of Congress card with addition of a call-number

TWO EDITIONS ON ONE CARD

823 B95.4 [**Burton,** Robert] The anatomy of melancholy. By Democritus Junior [*pseud.*] 4th ed., cor. and augm. by the author. Oxford, printed for Henry Cripps, 1632.

5 p. l., 78, [6], 722, [10] p. 29cm.
Engr. t.-p.

823 B95.5 —— *The same.* 5th ed., cor. and augm. by the author. Oxford, printed for Henry Cripps, 1638.

5 p. l., 78, [2], 723, [10] p. 29cm.
Engr t.-p.

823 B95.4 [**Burton,** Robert] The anatomy of melancholy. By Democritus Junior [*pseud.*] 4th ed., cor. and augm. by the author. Oxford, printed for Henry Cripps, 1632.

5 p. l., 78, [6], 722, [10] p. 29cm.
Engr. t.-p.

823 B95.5 —— —— 5th ed., cor. and augm. by the author. Oxford, printed for Henry Cripps, 1638.

5 p. l., 78, [2], 723, [10] p. 29cm.
Engr. t.-p.

REFERENCE CARDS

Note variations in position of heading and the word *see.*

Crayon, Geoffrey, pseud.
see
Irving, Washington, 1783-1859.

Crayon, Geoffrey, pseud. see
Irving, Washington.

Evans, Marian.
See Eliot, George, pseud. of Marian Evans, afterwards Mrs. Cross, 1819-1880.

Thomson, William, 1st baron Kelvin.
See Kelvin, William Thomson, 1st baron, 1824-1908.

Thomson, William, 1st baron Kelvin.
See Kelvin.

TITLE REFERENCE CARDS

The call numbers refer to different editions

Chronicles of Barsetshire.
Trollope, Anthony.
For contents see author card.

12566.13.2 Cyrano de Bergerac. [English trans-
12566.14 lation]
See Rostand, Edmond.

12566.13.2 Cyrano de Bergerac. [English trans-
12566.14 lation] By Edmond Rostand.
For further particulars see author card.

ADDED ENTRY CARDS

The second and fourth examples show the method of using printed cards.
See also Library of Congress Handbook of card distribution.

Shoberl, Frederic, 1775-1853, tr.

843
H86h Hugo, Victor Marie, comte, 1802-1885.
The hunchback of Notre-Dame. 1833.

For fuller entry see under author's name.

* Shoberl, Frederic, 1775-1853, tr.

Hugo, Victor Marie, *comte,* 1802–1885. **843.H86h**

The hunchback of Notre-Dame. By Victor Hugo. Tr. expressly for this ed., with a sketch of the life and writings of the author: by Frederic Shoberl. London, R. Bentley; [etc., etc.] 1833.

3 p. l., [v]–xiv, 466 p. front. 16½cm. (*Added t.-p.:* Standard novels, no. 32)
Added t.-p., engr.

808
G16 Kittredge, George Lyman, joint author.
Manual of composition and rhetoric, by J. H. Gardiner...G. L. Kittredge... and Sarah L. Arnold... [c1907]

* Thunder and lightning.

QC966
F58 **Flammarion, Camille** *i. e.* **Nicolas Camille,** 1842–
Thunder and lightning, by Camille Flammarion. Tr. by Walter Mostyn . . Boston, Little, Brown, and company, 1906.

3 p. l., 281 p., 1 l. front. 19½cm.

1. Mostyn, Walter, tr.

* Library of Congress cards with addition of call-numbers and type-written headings.

AUTHOR ANALYTICAL CARDS

The first three examples illustrate the usual forms of analytical entries, while the last three show how printed main entry cards may be used for analyticals.

AS36
N2(5)

Wallace, Charles William.

... The newly-discovered Shakespeare documents, by Charles William Wallace.

(*In* Nebraska. University. University studies. Lincoln, 1905. 23cm. vol. v, no. 4, p. 347–356)

AS36
N2
(vol.5)

Wallace, Charles William. The newly-discovered Shakespeare documents. (*In* NEBRASKA — *Univ.* University studies, 1905, 5 : 347–356)

AS36
N2
v.5

Wallace, Charles William.

... The newly-discovered Shakespeare documents. (In Nebraska. University. University studies. 1905. v. 5, p. 347-356)

---

*

Wister, Owen, 1860-

813
St55

Stories of the colleges; being tales of life at the great American universities told by noted graduates. Philadelphia & London, J. B. Lippincott company, 1901.

353 p. 19½cm.

CONTENTS. — Harvard: Philosophy 4, by O. Wister. — Yale: A bachelor of arts, by R. Holbrook. — Princeton: Rah, rah, rah, Murray, by B. E. Stevenson. — Pennsylvania: Smith of "Pennsylvania," by F. C Williams. — Columbia: A lightning change, by A. P. Terhune. — West Point: The code of the corps, by General C. King. — Annapolis: A hazing interregnum, by C. T. Brady. — Cornell: The personal equation, by J G Sanderson. — Chicago: The head marshal of the University of Chicago, by J. W Linn.

---

* Library of Congress cards with addition of call-number and type-written heading.

* Woods, Robert Archey, 1865-
The university settlement idea.

Philanthropy and social progress; seven essays . . . delivered before the School of applied ethics at Plymouth, Mass., during the session of 1892. With introduction by Professor Henry C. Adams. New York, Boston, T. Y. Crowell & company [1893]

xi, 268 p. 19½cm.

CONTENTS. — The subjective necessity for social settlements. By Miss Jane Addams. — The objective value of a social settlement. By Miss Jane Addams. — The university settlement idea. By R. A. Woods. — Philanthropy, its success and failure. By Father J. O. S. Huntington. — Philanthropy and morality. By Father J. O. S. Huntington. — The ethics of social progress. By Prof. F. H. Giddings. — The principles and chief dangers of the administration of charity. By B. Bosanquet.

I. Addams, Jane, 1860- II. Woods, Robert Archey, 1865- III. Huntington, James Otis Sargent. IV. Giddings, Franklin Henry, 1855- V. Bosanquet, Bernard, 1848-

* Funes, Gregorio, 1749-1830.

U. S. *President, 1817-1825 (Monroe)* ... Message from the President ... 1818 ~~(Card 2)~~

The reports of T. Bland, the third member of the commission, together with other documents concerning South American affairs, are issued as House doc. 48, 15th Cong., 2d sess.

"Historical sketch of the revolution of the United Provinces of South America from the 25th of May, 1810, until the opening of the National congress, on the 25th of March, 1816, written by Dr. Gregorio Funes": p. 46-96.

(15th Cong., 2d sess. House doc. 2; no. 17 of Congressional series)

I. Rodney, Caesar Augustus, 1772-1824. II. Graham, John, 1774-1820. III. Funes, Gregorio, 1749-1830.

The above example shows the method of using the second card only for an analytical, when the main entry fills more than one card.

TITLE ANALYTICAL CARD

Philosophy 4.

813 Wister, Owen, 1860- (In Stories of
St55 the colleges. 1901. p. 1-73)

* Library of Congress card with addition of type-written headings

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Y0-AGI-699

BK08763434